महत्वपूर्ण

पत्र सं0-12/2025/बी-1-1063/दस-2025

प्रेषक,

दीपक कुमार,
अपर मुख्य सचिव,
वित्त एवं वित्त आयुक्त,
उत्तर प्रदेश शासन,

सेवा में,

(1) समस्त अपर मुख्य सचिव/ प्रमुख सचिव/ सचिव,
उत्तर प्रदेश शासन।
(2) समस्त विभागाध्यक्ष/ प्रमुख कार्यालयाध्यक्ष,
उत्तर प्रदेश।

वित्त (आय-व्ययक) अनुभाग-1 लखनऊ: दिनाँक 26 सितम्बर, 2025

विषयः SNA-SPARSH के क्रियान्वयन के संबंध में।

महोदय,

SNA-SPARSH के क्रियान्वयन के संबंध में व्यय विभाग, वित्त मंत्रालय, भारत सरकार (पी0एफ0एम0एस0 डिवीजन) के कार्यालय-ज्ञाप I-126/2/2022-ITD-CGA/115 दिनाँक 25 सितम्बर, 2025 द्वारा बहुधा पूछे जाने वाले प्रश्न (FAQ) एवं उनका समाधान/ स्पष्टीकरण निर्गत किया गया है। कृपया उपरोक्त का संज्ञान लेते हुए आवश्यक कार्यवाही करने का कष्ट करें।

संलग्नक- यथोक्त

भवदीय,

दीपक कुमार
अपर मुख्य सचिव ।

पत्र सं0-**12/2025/**बी-1-1063(1)/दस-2025, तद्दिनाँक :-

प्रतिलिपिः- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः-

1. महालेखाकार, (लेखा एवं हकदारी) प्रथम/द्वितीय, उत्तर प्रदेश, प्रयागराज।
2. निदेशक, कोषागार, उत्तर प्रदेश।
3. समस्त विशेष सचिव, वित्त विभाग, उत्तर प्रदेश शासन।
4. मुख्य/ वरिष्ठ कोषाधिकारी, साइबर ट्रेजरी, उत्तर प्रदेश ।
5. समस्त वित्त (व्यय-नियंत्रण) अनुभाग, उत्तर प्रदेश शासन।
6. उत्तर प्रदेश सचिवालय के समस्त अनुभाग।

आज्ञा से,

नील रतन कुमार
विशेष सचिव, वित्त।

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है।

2- इस शासनादेश की प्रमाणिकता वेब साइट https://shasanadesh.up.gov.in से सत्यापित की जा सकती है।

https://shasanadesh.up.gov.in

I-126/2/2022-ITD-CGA 115
Ministry of Finance
Department of Expenditure
Controller General of Accounts
(PFMS Division)
GIFMIS Vertical

Dated: 25.09.2025

OFFICE MEMORANDUM

Subject: Frequently Asked Questions and Best Practices by States for Just-in-Time Transfer of Funds to State Government under Centrally Sponsored Schemes through SNA SPARSH

The undersigned is directed to refer to the subject above and state that a comprehensive set of Frequently Asked Questions and Best Practices has been compiled as a ready reference to support the State Government users and Central Ministry/ Department users for the implementation of Just-In-Time fund transfers under the SNA-SPARSH framework as per the guidelines issued by the Department of Expenditure, Ministry of Finance.

(Anupam Raj)
Deputy Controller General of Accounts

Enclosures: As above

To,

1. Additional Chief Secretary/ Principal Secretary/Secretary (Finance) of all State Governments and UTs
2. Financial Advisors of all Ministries/Departments
3. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

1. PPS to Additional Secretary (PFS), DoE, MoF
2. PPS to Additional Controller General of Accounts, PFMS

Frequently Asked Questions (FAQs) and Best Practices by States for Just-In-Time Transfer of funds to State Governments under Centrally Sponsored Schemes through SNA-SPARSH

CENTRE AND STATE USERS

GIFMIS
O/O CONTROLLER GENERAL OF ACCOUNTS | DEPARTMENT OF EXPENDITURE, MINISTRY OF FINANCE

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Introduction

Department of Expenditure notified SNA-SPARSH vide OM dated 13.07.2023 to bring in more efficiency in cash management and to achieve the goal of "Just–in–time" fund flow from both the Centre and State Consolidated Funds through an integrated network of State IFMIS, e-Kuber of RBI and PFMS. The new system has been named SNA-SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण- Real-time System for integrated Quick Transfers). Under SNA-SPARSH, the Centre share is released only when the beneficiary incurs an actual expenditure, and a claim is raised. The State's account is pre-funded with the Centre share before releasing of payment to the end beneficiary by the State Government.

This document provides a comprehensive set of Frequently Asked Questions (FAQs) and best practices compiled from State experiences for the implementation of Just-In-Time fund transfers under the SNA-SPARSH framework. It is intended to support State Government users and Central Ministry / Department users through SNA-SPARSH, as per the guidelines issued by the Department of Expenditure, Ministry of Finance.

Part A – Frequently Asked Questions

(A) State Government RBI Account	
Are new RBI accounts to be opened by States for processing of payments through SNA SPARSH?	Yes, for the payment processing in SNA SPARSH there is a mandate to open RBI accounts for State as well as for Central Ministries/Departments.
Who is responsible for opening of the RBI account?	RBI Accounts would be opened by the Department handling the SLS in consultation with the Finance Department. The account opening form will be submitted after due approval of State AG in the Regional RBI Branch of the State under the existing User Defined Customer Hierarchy (UDCH) code of the State Government.
How will State Government Users know their UDCH code?	State Government can get their UDCH code from the daily/weekly/monthly statements being issued by RBI for the Treasury Account of the respective Government. The UDCH code would be universal across all SLSs Accounts need to be opened in the State Government.
How many accounts are to be opened by the State Government?	A new RBI account to be opened for each SLS being operated in the State under a given CSS. Each SLS should have a uniform sharing pattern.
What if the sharing pattern of any of the component within the SLS is different from the sharing pattern of that SLS.	The State line department have to notify a new State Link Scheme (SLS) for that component and open a separate bank account for that SLS.
How will the newly opened accounts be captured?	The State Scheme Manager of the respective scheme is responsible for capturing RBI account in PFMS through their existing login
Does any document is to be uploaded while making entry of SG Account on PFMS	Yes, the RBI issued document may be uploaded on PFMS while making entry of SG Account.

What if the document is not appeared to the PD Checker while approving the SG Account?	The PD may return the entry. Upon which the SSM would rename the document to the simplest and re-submit the entry.
Who shall approve the SLS wise RBI Account configured by SSM on PFMS	The PD Checker shall approve the SLS wise RBI Account on PFMS
Will the PD Checker get any alert when State Scheme Manager enters the RBI account into PFMS?	No, the PD Checker would not get any alert in PFMS The State Scheme Manager will send an email to the concerned PD checker intimating the SLS-wise Drawing Account and Scheme Configuration for approval by PD Checker.
How will the account details be fetched by State IFMS?	State IFMS will fetch the details of the newly opened account details through scheme configuration API from the PFMS. Only the approved accounts will be fetched by the State IFMS.
Is AG approval mandatory for opening of SG account?	Yes, State AG's approval is mandatory for opening of SLS wise SG account.
If the SLS wise RBI Account captured by SSM is incorrect, can it be corrected?	If the SLS wise drawing Account captured on PFMS by SSM has not been approved, the incorrect entry can be returned or rejected by the PD Checker. If PD returns the entry, the SSM would make the correction by going to manage SG Account mapping page under SNA SPARSH. If PD rejects the entry, the SSM would have to do a fresh entry.
Can an approved SG Account be edited.	No, once the SG Account has been approved, it cannot be edited either by SSM or PD. For any correction, a request for rejection of incorrect entry has to be sent to GIFMIS.
What if the incorrect SG Account is approved by the Programme Division?	If incorrect SG Account is approved by the PD, then a request has to be sent to GIFMIS for cancellation of the incorrect entry.

Can PD Checker return or reject the SG Account, if he/she founds the entry is incorrect.	Yes, if PD Checker finds that the entry of SG Account is not as per RBI Document, he/she may return/reject the entry.
Can SG Account be edited after returned by PD?	Yes, the SG Account can be edited if the entry has been returned by PD Checker. The SSM would go to manage manage SG Account mapping page under SNA SPARSH and can edit the entry and re-submit. Post which, PD would have to approve the entry.
Can SG Account be edited if the entry has been rejected by PD Checker	No, in that case a fresh entry has to be created by SSM.
(B) Central Government RBI Account	
Are new RBI accounts to be opened by Central Ministries/ Departments for processing of payments through SNA SPARSH?	Yes, for the payment processing in SNA-SPARSH, a new RBI account is to be opened by the Central Ministries/Departments. It may please be noted that for one Ministry/Department only one SNA SPARSH Account shall be opened which would cater to all the Schemes governed by that Ministry.
Who is responsible for the opening of the RBI account?	The Pay and Accounts Office (PAO) opens single RBI account for all the Centrally Sponsored Scheme (CSS) being dealt by them with the Reserve Bank of India (RBI) at the Mumbai Branch under the existing UDCH code of the Ministry.
How will Central Government Users get to know their UDCH code?	PAO shall consult their Pr. AO to get the UDCH Code available in the put-through statements of RBI issued to Pr. AO monthly.
How will the newly opened accounts be captured?	The PAO is responsible for capturing the SNA SPARSH Account into PFMS through their existing login. After making an entry in the PFMS.
Does CG Drawing Account need any approval?	Yes, newly opened CG Account need to be validated.

Who will validate CG Account	CG Account will be validated by GIFMIS, O/o CGA. PAO shall share a screenshot of the newly added CG Account along with proof of opening of account through email with GIFMIS.
(C) Capturing of Scheme Configuration and Approval	
How will the sharing pattern and top up be captured on State PFMS?	The State Scheme Manager will capture the sharing pattern and TOP UP on PFMS using their existing login ID and submit the entry to the Program Division (Checker) for approval.
Who shall approve the Scheme Configuration on PFMS	PD Checker shall approve the scheme configuration on PFMS
Will the PD Checker get any alert when States submit the entry for scheme configuration & RBI account?	No, the PD Checker would not get any alert in PFMS The State Scheme Manager will send an email to the concerned PD checker intimating the SLS-wise Drawing Account and Scheme Configuration for approval by PD Checker.
If the scheme configuration entered is incorrect, can it be corrected?	If the scheme configuration has not been approved, the incorrect entry can be returned or rejected by the PD Checker. If PD returns the entry, the SSM would make the correction by going to manage scheme configuration page. If PD rejects the entry, the SSM would have to do a fresh entry.
Can an approved scheme configuration be edited?	No, once the scheme configuration has been approved, it cannot be edited either by SSM or PD. For any correction, a request for rejection or incorrect entry has to be sent to GIFMIS.
What if the incorrect scheme configuration is approved by the Programme Division?	If scheme configuration captured is incorrect and PD Checker has approved it then a request has to be sent to GIFMIS for cancellation of the incorrect entry.
Can PD Checker return or reject the scheme configuration, if he founds the entry is incorrect.	Yes, if PD Checker finds that the scheme configuration is not as per the scheme guidelines, he/she may return/reject the scheme configuration.

Can scheme configuration be edited after returned by PD?	Yes, the scheme configuration can be edited if the entry has been returned by PD Checker. The SSM will go to manage scheme configuration, make the corrections using edit icon and re-submit the request for approval by PD.
Can scheme configuration be edited if the entry has been rejected by PD Checker	No, in that case a fresh entry has to be created by SSM.
(D) SLS-wise Budget Allocation	
Who is responsible for SLS-wise budget allocation?	Program Division is responsible for SLS-wise budget allocation. SLS wise budget allocation is entered by the PD Maker and approved by the PD Checker.
SLS Wise Budget allocation has been entered but the State is unable to view the data. What could be the reason.	The SLS wise Budget Allocation has not been approved by PD Checker.
Is SLS-wise budget allocation mandatory?	Yes, it is mandatory to allocate SLS-wise budget before issuance of Mother Sanction.
Is SLS-wise allocation different from mother sanction?	Yes, SLS-wise allocation is different from mother sanction.
Is SLS-wise budget allocation editable?	Yes, SLS-wise budget allocation can be edited.
How will the State fetch the SLS-wise budget allocation?	The State can fetch the SLS-wise budget allocation through SLS-wise budget API.
(E) Generation of Mother Sanction	
What is a Mother Sanction?	A Mother Sanction is a budget commitment from the Central Ministry/ Department to the State Government basis of which the State will create provision for commensurate State share

Who will generate the mother sanction?	The Program Division Checker user of the Central Ministry/ Department generates the Mother Sanction using PFMS after due approval from IFD
When is Mother Sanction issued?	Mother Sanction is issued at the beginning of the Financial Year if a scheme is already onboarded on SNA SPARSH OR when the State is ready to onboard SNA SPARSH
How many Mother Sanctions can be generated in a financial?	Multiple Mother Sanctions can be created for a given State and SLS in a financial year. However, only one Mother Sanction will remain active at a time for one State and SLS combination
What are the criteria for generating Mother Sanction?	Separate Mother Sanction will be created for each State by the Central Ministry/ Department. Central Ministry can create a single Mother Sanction for one SLS or a single Mother Sanction for multiple SLS
Can multiple Mother Sanctions be active for a scheme on PFMS?	Yes, multiple Mother Sanction can remain active for a scheme if separate Mother Sanctions have been created the SLS mapped under the CSS
Should the State send a proposal to the Ministry for issuance of Mother Sanction?	Yes, the State has to prepare a proposal outlining the Action Plan for the financial year and send it to the central Ministry. Basis of the proposal, the central Ministry will seek IFD approval and generate Mother Sanction
Can the Mother Sanction amount be increased?	➢ Yes, the Mother Sanction amount can be increased by creating a new Mother Sanction. ➢ If the new Mother Sanction is created without closing the old Mother Sanction, the balance amount from the old Mother Sanction will automatically be transferred to the new Mother Sanction ➢ If the new Mother Sanction is created after closing the old Mother Sanction, the balance amount from the old Mother Sanction WILL NOT be transferred to the new Mother Sanction

Can the Mother Sanction amount be decreased?	➢ Yes, the Mother Sanction amount can be decreased by closing the existing Mother Sanction and creating a new Mother Sanction of lesser amount ➢ Reduced Amount cannot be lesser than the expenditure (if any) made from the Mother Sanction
Are the States intimated in advance about the increase or decrease in Mother Sanction amount?	Yes, the Ministry has to mandatorily intimate the State prior to reduction of Mother Sanction Amount as the States have to reduce their allocation accordingly
What is the validity of an active Mother Sanction?	A Mother Sanction is valid for the financial year in which it is generated. If a new Mother Sanction is created within the same financial year, the previous one becomes inactive, and its remaining balance is transferred to the newly generated Mother Sanction.
Is there is limit on the amount that can be allocated under a Mother Sanction?	As per DoE's guideline, the Mother Sanction equivalent to 50% of the proposal amount approved for a State can be issued in one-go. However, the actual limit on the amount to be allocated under a Mother Sanction will be determined by the Budgetary Provisions and controlled by the Program Division.
Can the amount of an active mother sanction be edited?	The amount of an active mother sanction cannot be edited. If Program Division intent to increase the balance of the mother sanction, a new mother sanction is to be issued. In this case the remaining balance is added to the new Mother Sanction. In case the Programme Division intends to decrease the balance of the Mother Sanction, they would have to close the previous mother sanction and issue a new one with the reduced amount.
Does the Ministry need to consult the State prior to reduction of the Mother Sanction amount?	Yes, Ministry need to consult the State prior to reduction of Mother Sanction amount.

Does a mother sanction lapse?	Yes, a Mother Sanction will lapse at the end of a financial year (on 31st March).
Should the Ministry wait for the States to open the RBI account before issuing the mother sanction?	No, the concerned Ministry can issue Mother Sanction before completion of on-boarding of a notified CSS and State on SNA SPARSH.
How will the State check the details of mother sanction issued by PD?	The State can check details of mother sanction through SPARSH 03 report
How will States fetch the mother sanction from PFMS?	The State IFMS can fetch the details of mother sanction issued by PD through Mother Sanction API.
(F) Generation of Payment File	
How will the budget received through the mother sanction be incorporated in State budget?	The State Finance department would distribute the budget/ set drawing limits of central share along with State share for the Implementing Agencies through their DDOs in State IFMIS.
Which budget line is to be used by States while generating payment file?	The State Budget Head line is to be used by the States while generating payment file.
Who will generate the payment files in State?	The Implementation Agency shall generate the payment file in State IFMIS and push it to Cyber Treasury through their DDO.
Who will push the consolidated payment file to PFMS.	Cyber Treasury shall consolidate the payment files so received from the field offices (IAs/DDOs) and push to PFMS through an API in the specified format.
What are the criteria for generation of payment files?	The State Government would ensure the cash balance, budget balance and Beneficiary bank account validation before creation of payment file
How many payment files can be generated by the State?	The State can generate up to five consolidated payment file for one SLS and push to the PFMS for release of Centre share

How is the payment file sent to Central Ministry for release of Centre share?	The consolidated payment file generated in the State IFMS will be pushed to PFMS through API in the JSON format. The payment file shall land in the work-flow of the PD Checker for further processing by them.
What is the cut-off time for pushing of payment files for same-day processing?	The cut-off time for pushing payment files to PFMS by State for same-day processing is 3 PM. Payment files pushed to PFMS after 3 PM will be processed on the next working day.
How will the State know if the file has been accepted on PFMS?	The State can get file status through Reconciliation API.
What checks are to be exercised by State Government before generating payment file?	As per DoE's orders the veracity of claim lies with the Implementing Agencies as they are the custodians of the physical records (supporting documents) of the claim files hence they may ensure sanity checks such as prevalent Central Government/State Governments rules, validation of Beneficiaries' details, Bank details validation and ensure there is no duplicate payment is made to the beneficiary etc.
Are separate payment files to be generated for release of Centre share and state share?	No, there will be one payment file for Central Share, State Share and TOP UP.
Will a file be accepted on PFMS if no active Mother Sanction Is available for SLS?	No, a file will not be accepted if no active mother sanction is available for a given SLS except SLS with 0-100 sharing pattern.
Will a file be accepted on PFMS if active Mother Sanction Is available for SLS but does not have sufficient balance?	Yes, the file will be accepted but it will only be processed once the MS has been enhanced or a fresh MS with sufficient balance is issued for the SLS
Does state require to push payment files to PFMS if having all the beneficiaries with TOP UP only.	No, State is not required to push the payment file to PFMS if payment file is having only TOP UP amount. State Can sent the file to e-Kuber directly without pushing it to PFMS.

(G) Release of Central Share	
Where does the payment file land on PFMS after being pushed by States?	The payment file land on PD Checker login on PFMS.
How much time is taken by the Central Ministry/ Department to release the Central share?	The cut-off time for pushing payment files to PFMS by State for same-day processing is 3 PM. Payment files pushed to PFMS after 3 PM will be processed on the next working day. Under exceptional circumstances the central share release may get delayed owing to administrative exigencies.
How can the State track the progress of the payment file pushed to Ministry/ Department?	The State can track the progress of the payment file pushed to Ministry/Department from SNA SPARSH 05 Report.
How is mother sanction impacted when a payment file is processed?	The Mother Sanction balance will be reduced by an amount equivalent to the Daily Sanction generated against the claim received from States.
Can a single sanction be generated for all payment files received by PD Checker?	Yes, PD Checker can generate a single sanction for all payment files for a single SLS.
Can a payment file be returned by Ministry?	Yes, a payment file can be returned by the Central Ministry.
Under what condition are payment files returned by Central Ministry/ Department?	The payment files can be returned by Central Ministry / Department for one or more of the below mentioned conditions: a. Fund sharing pattern for the SLS is not as per scheme guidelines. b. Top-up has not been entered separately in the payment file for SLS. c. Gross amount of payment file is more than the original / replenished balance in the mother sanction. d. Any other valid reason.

How will the Central Ministry check the payment files returned by them?	The Central Ministry can check the returned payment files using the '**Return**' filter.
Should the Central Ministry wait for physical bills/ claims before processing of the electronic claims received from States?	No. There is no need to submit physical bills/claims before processing of the electronic claims.
What checks are to be exercised by the program division prior to generation of sanction?	The Program Division should ensure that sufficient balance is available in Mother Sanction under the concerned HoA before generation of Daily Sanction. The SG Account can be verified from SPARSH 01 report.
How will the Centre share be calculated?	The Centre share will be auto calculated as per the sharing pattern approved by PD Checker.
To whom will the Centre share be credited?	The Centre share will be credited to SG drawing Account opened with RBI for an SLS
(H) Release of Fund (Centre+State share and Top-up – if applicable) to vendor/beneficiary	
Who will release the fund to the vendor/beneficiary?	State Government/State Treasury will release the fund to the vendor/beneficiary from SG Account through e-Kuber.
How will the state receive the intimation on receipt of Centre share?	The State would fetch Debit Notification through API on State IFMS system. Post DN, RBI would share CN with the State Treasury which will ensure that the State has received the Centre share.
Does the state have to wait for DN from PFMS for pushing the file to RBI for release of Centre + State share?	Yes, the State must wait for DN from PFMS for pushing the file to RBI for release of Centre + State share.

How will the state know if the fund has been credited to the beneficiary?	RBI will share the details of successful credits through the account statement for each SG account
What will happen to transactions which fail to be credited to the vendor/ beneficiary?	RBI will share return notification with the State IFMIS and PFMS for every failed transaction and the amount will be returned to the SG account
How will the state re-push failed payment?	The State can re-push payment file with new End-to-end id using Re-issue tag for each failed attempt for a beneficiary. The State is required to capture original end-to-end ID in addition to new end-to-end ID for reissue cases
Will states resend the failed payment to PFMS again?	Yes, States need to push the failed transaction to PFMS with a re-issue tag.
What will happen if all transactions in a file fail?	In case all the transactions in payment file are failed; following two scenarios can happen: Case 1: The entire file will have re-issue tag against all beneficiaries. PFMS will share re-issue status against such files and no DN will be given in this case. Case 2: If the failed transactions are part of new payment file then DN and CN will be issued by RBI for the amount equivalent to fresh transactions only.
Will a payment file be accepted on PFMS if an active mother sanction is available for the given SLS	No, a file will not be accepted if no active mother sanction is available for a given SLS except the SLS with 0:100 sharing pattern.
Will a payment file be accepted on PFMS if an active mother sanction does not have sufficient balance?	Yes, the file will be accepted but it will only be processed once a fresh Mother Sanction with sufficient balance is issued for the SLS.

Is centre share is released for reissue beneficiaries?	No, Central Share is released at the time of original transaction only and no central share is released for the transactions having Re-Issue Tags as the Central Share has already been released and is with the State Government.
To which Account RBI credits back the fund for the failed transactions	RBI credits back the Treasury Account for the failed transactions with both Central and State Shares.
How much time is allowed for pushing of failed transactions?	The State can attempt the re-issue transaction for 90 days post which the funds may be treated as UNSPENT BALANCE and should be refunded to the CFI through other than SNA SPARSH Mode.
How would the States manage deductions?	Deductions would be managed through Treasury route and SLS -wise SG Account would not be used for deductions.
What will happen to the unspent balance lying in the SG account after multiple attempts of re-pushing? (90 days question)	The state would refund the unspent balance of central share to the consolidated fund of India through any other route viz. DD/Cheque/Bharatkosh in consultation with PFMS/Line Central Ministry/Department.
Whether the State would have to pre-fund the SG A/c?	Ideally Not, it's a ledger account to the main State Treasury Account and RBI settles balances of SLS-wise SG a/c with State cash balance on monthly basis. To this effect RBI gives daily/ monthly reports to State treasury. However in case of State Government, as an exceptional case, state needs to pre-fund the State Share in the SLS Account as their Treasury business is with State Bank of Sikkim instead of RBI. The State should keep sufficient budgetary provision for generation of claims
Can a payment file be rejected by RBI?	Yes, the payment file sent by PFMS to RBI can be rejected due to incorrect SG Account Number/Inactive SG Account/Incorrect CG Account/Inactive CG Account.

How can a file rejected by RBI be corrected?	1) If the CG Account is incorrect, the file will be cancelled and returned to PD Maker. Necessary correction to be made in CG Account and the claim will be re-processed. 2) If the CG Account is inactive, email will be sent by PFMS to RBI for its activation. Post activation, the claim shall be re-pushed by PFMS to e-Kuber for processing. 3) If the SG Account is incorrect, the file will be cancelled. The State shall make necessary correction in SG Account and generate a fresh claim file. 4) If the SG Account is inactive, the file will be cancelled. State has to get the account activated RBI, post which a fresh file is to be generated and pushed to PFMS.
(I) Reconciliation under SNA SPARSH	
Who will manage the reconciliation of DN with CN and RN?	The State Treasury through State IFMS will manage reconciliation of DN with CN and RN.
What are the sources of reconciliation in SNA SPARSH.	DN and CN mapper is to be maintained by the State Treasury in State IFMIS to keep a check on the centre share is received against the claim file sent to PFMS. For the State Share, the CN for centre share shall be treated as receipt, the DN from RBI for the SG Account shall be treated as net expenditure. The Difference in receipt and expenditure shall be the state share debited from SG Account. The Daily and Monthly Accounts Statement received from RBI can serve an additional source of reconciliation.
How will the unspent balance be calculated?	The RN amount after multiple attempts post 90 days would be considered as unspent balance.
(J) Miscellaneous	

Can payments be made through both SNA model and SNA SPARSH for a given scheme?	No. Post single successful transaction on SNA SPARSH, payment cannot be made through SNA.
When will a scheme be considered as onboarded on SPARSH?	To complete the on-board process on SNA SPRASH, all the SLS-wise SG Account opened, mapped and approved. The scheme configuration is captured and approved on PFMS. A Mother Sanction is issued. A payment file is pushed to PFSM and the payment is successfully credited to beneficiary through SPARSH route.
How is the SNA account to be treated once a scheme onboards SNA SPARSH?	Once a state starts making payment through SNA SPARSH under a scheme, the existing SNA Account is to be freezed. The unspent balance and interest earned are to be refunded to the respective CFIs as per the defined guidelines.
Who is responsible for keeping a check on the usage of SNA account after successful onboarding on SPARSH?	The State Govt. should ensure once SNA SPARSH on-boarding is done thereafter no payment should made under SNA Model.
(K) DBT Payments under SNA SPARSH	
What types of DBT payments are supported under SNA SPARSH?	SNA SPARSH supports two types of DBT payments: • Account-Based DBT: Transfers are made directly to beneficiaries' bank accounts using account numbers through e-Kuber. • Aadhaar-Based DBT: Transfers are made using Aadhaar numbers as financial addresses via NPCI's Aadhaar Payment Bridge System (APBS).
Can a State use both DBT modes under SNA SPARSH?	States may configure their IFMIS system to support both modes; however, only one mode can be used for one payment file. The State must choose either Account-Based DBT or Aadhaar-Based DBT at the time of payment file creation, based on beneficiary data and system readiness.
(L) Account-Based DBT Payments under SNA SPARSH	

What is Account-Based DBT under SNA SPARSH?	It is a mode of DBT where payments are made directly to beneficiaries' bank accounts using account numbers via the e-Kuber interface of RBI.
Is any additional activity needed for Account-Based DBT?	No, Account-Based DBT is processed through RBI's e-Kuber interface and does not require NPCI integration.
What are the prerequisites for Account-Based DBT payments?	• Validated beneficiary bank account details • Active Mother Sanction • DBT Mission Code included in the payment file • Account based DBT mode in the payment file • Account details of the beneficiaries
How are beneficiaries validated for Account-Based DBT?	States can validate beneficiaries using PFMS vendor/beneficiary validation API or register them on PFMS and fetch validated details via SPARSH API.
How is the payment file processed for Account-Based DBT?	Upon receiving DN from PFMS and CN from RBI, the State IFMIS triggers payment instructions to RBI e-Kuber for payment to beneficiaries.
Who provides transaction-wise and account-wise responses in Account-Based DBT payments under SNA SPARSH	RBI provides both transaction-wise responses (success/failure for each beneficiary) and account-wise responses (debit/credit status of State account).
(M)Aadhaar-Based DBT Payments under SNA SPARSH	
What is Aadhaar-Based DBT under SNA SPARSH?	It is a mode of DBT where payments are made using Aadhaar numbers via NPCI's APBS, which acts as the financial address of beneficiaries.
Is any additional activity needed for Aadhaar-Based DBT?	Yes, States must integrate with NPCI to use Aadhaar-Based DBT under SNA SPARSH.

What are the prerequisites for Aadhaar-Based DBT payments?	• Validated beneficiary bank account details • Active Mother Sanction • DBT Mission Code included in the payment file • Aadhaar based DBT mode in the payment file • Aadhaar number of the beneficiaries
Payment of transaction charges	The transaction charges for centre share will be borne by Central Ministry and for State schemes, it shall be borne by the respective State Government.
Is risk compliance mandatory prior to go live for APBS?	Yes, the risk compliance is mandatory prior to go live for APBS.
Can state start UAT testing through existing NICNET	Yes, the State can start UAT testing on existing NIC Net line
Can State move to production on existing NIC Net Line.	Yes, the state can move to production on existing NIC Net Line.
Is MPLS connectivity mandatory before onboarding SPARSH DBT.	MPLS is mandatory for those States which do have a secure NICNET prior to onboarding. The remaining States can initiate payments with NICNET and simultaneously procure the MPLS
Is testing with all stakeholders mandatory for RBI sign off?	Yes, the testing is mandatory will all the stakeholders for final sign-off for production
When can a state request for quadripartite test slot?	Once file structure is validated by NPCI and UAT connectivity is established, the State can request for the RBI slot for quadripartite testing.
How is the payment file processed for Aadhaar-Based DBT?	Upon receiving DN from PFMS and CN from RBI for the Central Share in the respective SLS Account, the State IFMIS triggers payment instructions to NPCI as per the standard format for payment to beneficiaries.

What is the difference between Rejected Amount and Returned Amount in Aadhaar-Based DBT?	• Rejected Amount refers to the sum of payments for which NPCI could not find valid account details during its business level validation process. This amount is credited back to the State account before the payment is processed to beneficiaries. • Returned Amount refers to the sum of payments that could not be processed by NPCI through destination bank and were returned to the State post settlement process.
Who provides transaction-wise and account-wise responses in Aadhaar-Based DBT payments under SNA SPARSH	• NPCI provides transaction-wise responses for each Aadhaar-linked beneficiary. • RBI provides account-wise (File Level) responses related to fund movement between State Treasury and NPCI account.
(N) Miscellaneous questions related with SPARSH DBT.	
Can a single file be created for both Aadhar-Based DBT and Account Based DBT?	No, separate files are to be created for Aadhar based DBT and Account Based DBT.
How will be State IFMS identify the DBT type and push instruction for release of fund to beneficiary?	➢ If the payment file is tagged as a “DBT” file, the state has to further define if it will be an “Account based DBT” or an “Aadhaar based DBT”. ➢ The State IFMS has to be customized in a way that if DBT type is account based, the payment instruction will be sent to RBI ekuber ➢ If DBT type is Aadhaar based, the payment instruction will be sent to NPCI who will further pass on the instruction to RBI for crediting the funds to beneficiaries through destination banks.
Is DBT Mission Code mandatory for SPARSH DBT	Yes, DBT Mission code is mandatory for both Account Based and Aadhar Based SPARSH DBT payments.

Where from the State Could get the DBT Mission Code	From NPCI using below mentioned link : https://share.google/Ur5hahiL1x9fI6H8x or state may contact their SPOC in DBT cell for assistance. https://dbtbharat.gov.in/dbtcell/state-list
(O) Handling of Deductions like TDS, Income Tax, GST etc.	
How are deductions like TDS, GST, & employee contributions handled in SNA SPARSH?	Deductions are managed entirely within the State IFMIS (Integrated Financial Management Information System). PFMS only processes Gross and Net amounts and does not capture individual deduction components.
Should deductions be included in the gross amount of the payment file?	Yes. All statutory and non-statutory deductions must be part of the gross amount of payment file generated by State IFMIS and submitted to PFMS. This ensures accurate calculation of the Central Share.
Where should different types of deductions be booked in the budget?	• Statutory deductions (e.g., TDS, GST): Booked under Public Account Head 8658. • Refundable deductions (e.g., EMD, Security Deposits): Booked under Head 8443 – Civil Deposits. Employee contributions (e.g., NPS, EPFO): Booked under respective functional budgetary heads.
What is the role of Implementing Agencies (Ias) in booking deductions?	Ias must ensure deductions are correctly booked under relevant budget heads during payment file generation in State IFMIS. The file should reflect Gross Amount, Deductions, and Net Payable Amount.
What data of payment file is transmitted to PFMS?	Only the Gross and Net values of the payment file are transmitted. PFMS uses the Gross amount to release the Central Share based on the scheme's sharing ratio.
How are deducted amounts disbursed to concerned authorities like tax departments or EPFO?	States may use their treasury account (Ledger Balance Account with RBI via CAS, Nagpur) or a dedicated bank account if the treasury route is not feasible.

How are non-disbursable deductions handled?	Deductions like CGHS, CGEGIS, License Fees, and GPF are included in the Gross value and booked under appropriate Receipt Heads or Public Grant Heads.
Disclaimer	The above suggestions are indicative in nature and not mandatory for States/UTs. States/UTs that already have well-established protocols for handling deductions may continue following their existing systems, provided they align with the overall objectives of the SNA SPARSH framework.
(P) Handling of Contributions received from ULBs/NGOs/Parastatal Bodies	
Can ULBs contribute to Centrally Sponsored Schemes (CSS) under SNA SPARSH?	Yes. ULBs, along with NGOs and Parastatal Bodies, may contribute to CSS schemes.
Does the ULB contribution affect the Centre-State fund sharing ratio?	Yes. The enhanced State share, which includes the ULB's contribution, is used to calculate the Centre: State fund sharing ratio under SNA SPARSH. The State Treasury shall credit these contributions into a non-lapsable fund in the Public Account.
Where should ULBs/NGOs/ Parastatal Bodies deposit their contribution?	ULBs/NGOs/ Parastatal Bodies must deposit their share with the State Treasury. Necessary contra entries to establish meeting the part budget from transitory/ suspense head may be made with suitable adjustments to the Public Account Fund aforementioned.
How is the ULBs/NGOs/ Parastatal Bodies contribution reflected in the scheme budget?	The State Government should make a commensurate budget provision in the scheme, incorporating both its own share and the ULB's contribution. This combined amount is treated as the State's share in SNA SPARSH. The accounting procedure for creation of such funds as per extant accounting rules shall be followed.

Who is responsible for accounting the ULB contribution?	The State Government is responsible for implementing the necessary accounting procedures to properly record and manage the ULB's contribution.
(Q) Handling Advances under SNA SPARSH	
Can States issue advances under CSS schemes?	Yes. States may issue advances under CSS schemes, and the corresponding claim files must be generated in the State IFMIS and pushed to PFMS following the existing protocol.
How should the central share be recorded when an advance is issued?	The released central share must be booked as an advance in the State IFMIS.
Is the Central Ministry responsible for monitoring the purpose of the bill?	No. The Central Ministry/Department releases funds based on the sharing pattern and the bills submitted by the State. It is not responsible for monitoring the purpose or utilization of the bill.
Who is responsible for maintaining and handling advances?	States must ensure distinct system flags in their IFMIS for advances and settlement.
What happens if the final bill amount exceeds the advance paid?	If the final bill amount is greater than the advance paid, the State will push a fresh claim file for the difference amount and push it to PFMS for release of the Central share against the difference to be paid.
What if the final bill amount is less than the advance paid?	If the final bill amount is lesser than the advance paid, the excess central share is to be returned to the concerned Central Ministry/ Department through Bharatkosh.

Payments to the Public Works Department (PWD) and advance release of rolling funds under the SNA-SPARSH system – PM-USHA scheme	Recommendation A: i) As the construction or renovation works are executed through the concerned University/College as an implementing agency. The concerned universities/colleges (implementing agencies) may register the PWD office or its contractor as a vendor within the State IFMIS ecosystem. ii) Payments to contractors may be made directly through SNA SPARSH by IAs based on work completion certificates and approved estimates. iii) A separate payee category may be created under the State IFMIS system to accommodate PWD-related payments. iv) The implementing agencies must ensure proper documentation, including utilization certificates and work orders. v) A detailed SOP regarding vendor registration and payments through PWD may be issued by the State Treasury separately.

	Recommendation B: i) If PM Usha SOP permits, State Treasury may accommodate the advance release within the State IFMIS System. "It may be noted that for PFMS, all the releases would be treated as final releases to the State Government"; however, state government may accommodate the Advance & Settlement module within the state IFMIS for better monitoring. ii) The claim files about advances being given by the State will be generated in State IFMS and will be pushed to PFMS as per the existing protocol. iii) The states have to ensure that the released central share is booked as an advance in the State IFMS. iv) The Central Ministry/ Department will release the central share based on the sharing pattern against the bills that would be pushed by the States as a normal claim. v) The Central Ministry/Department shall not be responsible for monitoring the purpose of the bill. The States will have to make provision for maintaining the flag for Advance and Settlement bills in the State IFMS. vi) If the final bill amount is greater than the advance paid, the State will push the claim file to PFMS for release of the Central share against the difference to be paid. vii) If the final bill amount is less than the advance paid, the excess central share shall be treated as an undisbursed Central share and has to be refunded to the concerned Central Ministry/ Department through Bharatkosh under a suitable purpose.
(R) Handling of schemes operated through External Portal	

How schemes operated through external portal onboard on SNA SPARSH?	Each State will have to integrate their IFMIS with each external portal handling the notified schemes
How schemes are currently being operated through external portal?	9 schemes are currently being operated through SNA SPARSH ➢ Pradhan Mantri Gram Sadak Yojana - OMMAS ➢ Pradhan Mantri Awas Yojana – Rural – Awas Soft ➢ Mahatma Gandhi National Rural Employment Guarantee - Material & Admin – NREGA Soft ➢ National Rural Livelihood Mission - eFMAS ➢ Pradhan Mantri Matru Vandana Yojana – PMMVY Portal ➢ PRE-MATRIC SCHOLARSHIP-TRIBAL – National Scholarship Portal ➢ POST-MATRIC SCHOLARSHIP-TRIBAL - National Scholarship Portal ➢ Post-Matric Scholarship for OBCs, EBCs and DNTs - National Scholarship Portal ➢ Pre-Matric Scholarship for OBCs, EBCs and DNTs - National Scholarship Portal

What pre-requisites are to be completed for integrating with external portals?	➢ To onboard the scheme operated through independent portals, the States need to integrate their IFMIS portal with each portal to facilitate the exchange of FTOs ➢ States to pass the master data for scheme configuration, Implementing Agencies, Mother Sanction, Budget Allocation, scheme components and will be maintained by the portals ➢ The IAs use their existing logins on the external portals to generate FTOs for the registered beneficiaries. ➢ The FTOs shall be passed to the DDOs through the external portal - IFMIS integration and the FTOs shall be consolidated in IFMIS to generate bills. ➢ The bills would further be passed on to the Cyber Treasury which shall consolidate the bills pertaining to a single SLS and push to PFMS for release of centre share

Part B - Best Practices by States in SNA SPARSH

To seamlessly onboard schemes on SNA SPARSH, the state governments have taken the following initiatives:

Section A: System Design Framework

1. Handling of Budget lines

Key Pointer

✅ **24-Digit Classification System**

Chhattisgarh: 24-Digit Classification System provides granular financial documentation for each expenditure entry.

1.1 If separate budget lines exist for center and state share

1.1.1 Assam

Until the end of FY 2024–25, Assam maintained a dual-budget structure for Centrally Sponsored Schemes (CSS), wherein the Centre and State shares were provisioned under distinct budget heads. Upon receipt of a mother sanction from the Government of India, the concerned department would reappropriate the State's share into the corresponding Central share budget line to facilitate synchronized expenditure. This approach allowed the state to maintain clear fund attribution while ensuring that both shares were available under a common operational head for claim generation and disbursement. The model supported compliance with CSS sharing patterns while offering flexibility in internal fund management and reporting.

Key Design Features and Operational Strengths

- **Separate Budget Head Maintenance**: Distinct heads were maintained for Centre and State shares, enabling transparent tracking of each component's allocation and utilization.
- **Reappropriation Mechanism**: Departments reappropriated the State share into the Central share's budget line based on the mother sanction, ensuring fund availability under a unified operational head.
- **Alignment with CSS Guidelines**: This structure adhered to the prescribed Centre-State sharing ratios and supported scheme-level accountability.
- **Operational Flexibility**: The model allowed departments to manage fund flows dynamically while maintaining compliance with both state and central financial protocols.
- **Foundation for Transition**: This dual-head structure laid the groundwork for Assam's subsequent shift to a unified budget line model in FY 2025–26.

1.1.2 Chhattisgarh:

To ensure accurate financial reporting and compliance with central-state funding norms, separate bills are prepared using designated segment codes. These codes help distinguish between the Central Share Fund and the State Share Fund:

Segment Code 0701: Central Share Fund

Segment Code 0704: State Share Fund

Each bill is aligned with the specific center-state sharing ratio applicable to the respective scheme. To accommodate varying sharing

patterns under a single scheme administered by line ministries, distinct State Linked Schemes (SLS) are created. This enables precise tracking and management of funds.

The state employs a 24-digit classification system for each expenditure entry, ensuring comprehensive and granular financial documentation. The structure is as follows:

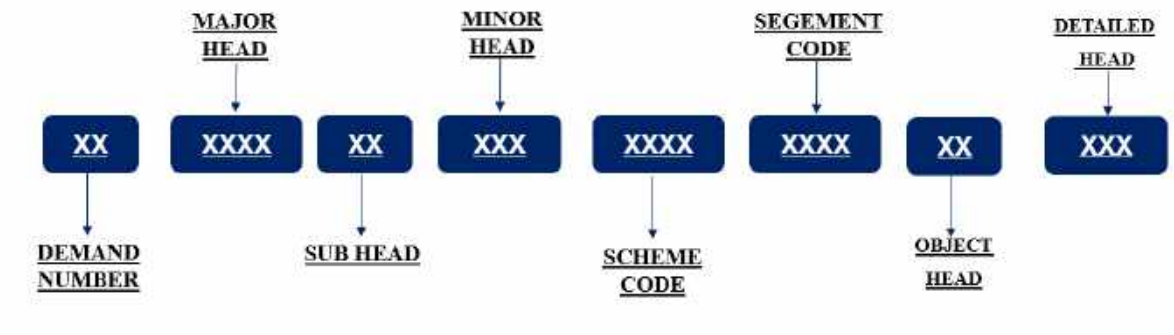


Figure 1: 24-Digit Classification System

1.1.3 Odisha

In schemes where both Central and State shares are involved, particularly those onboarded post-State Budget finalization, effective budget line management becomes critical. To ensure seamless fund utilization and compliance with financial protocols, a structured approach has been adopted. This approach facilitates optimal use of available resources, enables necessary adjustments through re-appropriation, and ensures accurate financial reporting at the end of the fiscal year. The following best practices outline the operational framework for managing such dual-share schemes.

Scheme Implementing Departments are advised to initially utilize the entire allocation—comprising both Central and State shares—from the State budget line. In the event of a shortfall, the Department may seek approval from the Finance Department to re-appropriate the required amount from the Central budget line.

The SLS-wise bifurcation between Central and State share is shared with AG (O) at the closure of the Financial Year for necessary Transfer Entry at AG's level.

1.1.4 Rajasthan

Rajasthan's SNA SPARSH framework is designed to accommodate schemes where Centre and State shares are provisioned under separate budget lines. This structural clarity allows for precise tracking of fund allocations, disbursements, and utilization across both funding streams. The IFMS 3.0 platform supports this by mapping distinct budget heads for Central Assistance (CA) and State Funds (SF), while

maintaining their linkage to a common scheme and expenditure workflow. This approach ensures that financial reporting, reconciliation, and audit processes remain transparent and compliant with both state and central financial regulations.

Key Design Features and Operational Strengths

- **Explicit Budget Head Mapping**: Rajasthan defines separate budget lines for CA and SF under the same scheme. For example, under the Swachh Bharat Mission (G), budget heads like 2515-00-196-(39)-[01] and 2515-00-196-(40)-[01] are used to distinguish between Centre and State shares.
- **Scheme-Level Integration**: Despite the separation of budget lines, the IFMS system integrates both shares under a unified scheme workflow, ensuring that fund releases, bill processing, and reporting remain cohesive.
- **Component-Wise Allocation and Sharing Pattern**: The system supports mapping of GOI and State heads, components, controller codes, and sharing patterns—enabling accurate fund flow alignment.

Section B: e-Claims under SNA SPARSH

2. Generation of e-Claims

The process of creating a bill based on a sanction.

Key Pointers

✅ **Full-Scale Automation with Embedded Architecture**

Assam: Achieved end-to-end automation within IFMIS, leading to a 96% reduction in manual errors.

Rajasthan: Implemented a workflow-secure system with automated submission and traceability via IFMS 3.0.

✅ **Role-Based Workflow and Hierarchical Validation**

Rajasthan: Uses a maker-checker-approver hierarchy for claim validation, enhancing control and accountability.

Chhattisgarh: Employs a DDO-centric review and approval process, with clear role demarcation across 11 steps.

✅**Centralized Oversight and Support Mechanisms**

Assam: Operates a dedicated SNA Cell for monitoring, onboarding, and technical support.

Rajasthan: Includes auto-forwarding triggers to prevent delays at the SNA level.

✅ **Dual-Level Ceiling Authorization**

Odisha: Ceiling Authorization: a) By State Scheme Manager (SSM) for DDOs b) By DDOs for IAs.

2.1 Assam:

Assam has implemented a digitally integrated e-Claim generation system within its IFMIS platform to support the rollout of SNA SPARSH. Implementation Agencies (IAs) are empowered to raise claims electronically, reducing manual intervention. This system has significantly improved operational efficiency, contributing to a 96% reduction in manual errors. The e-Claim process is fully automated and embedded within the broader fund flow architecture, ensuring that claims are generated in sync with sanctioned allocations and routed seamlessly to the Cyber Treasury for further processing.

Key Design Features and Operational Strengths

- **End-to-End Automation**: The e-Claim process is fully digitized within IFMIS, minimizing human errors by 96% and enabling faster processing.
- **Dedicated SNA Cell Oversight**: A centralized SNA Cell monitors claim generation and provides technical support, ensuring

minimal disruption during onboarding

2.2 Chhattisgarh:

The Chhattisgarh Government has adopted a streamlined and technology-driven approach for managing financial transactions under the SNA SPARSH model. A key component of this system is the generation of e-Claims, which ensures transparency, efficiency, and accountability in the disbursement of funds to implementing agencies and beneficiaries.

This process is facilitated through the e-Bill module available at ekoshonline.cg.gov.in/ebill, integrated with the Public Financial Management System (PFMS) via API. It enables Drawing and Disbursing Officers (DDOs) to map registered agencies, oversee vendor and beneficiary registrations, and manage bill submissions electronically.

The e-Claim workflow encompasses several stages—from agency mapping and bill request submission to DDO review, XML file generation, and final bill preparation for treasury submission. The system also supports integration with external platforms such as NREGASoft, OMMAS, and NRLM, allowing seamless data exchange and claim processing.

This document outlines the step-by-step procedure for generating e-Claims, highlighting the roles and responsibilities of agencies and DDOs, and the mechanisms in place to ensure secure and accurate financial operations.

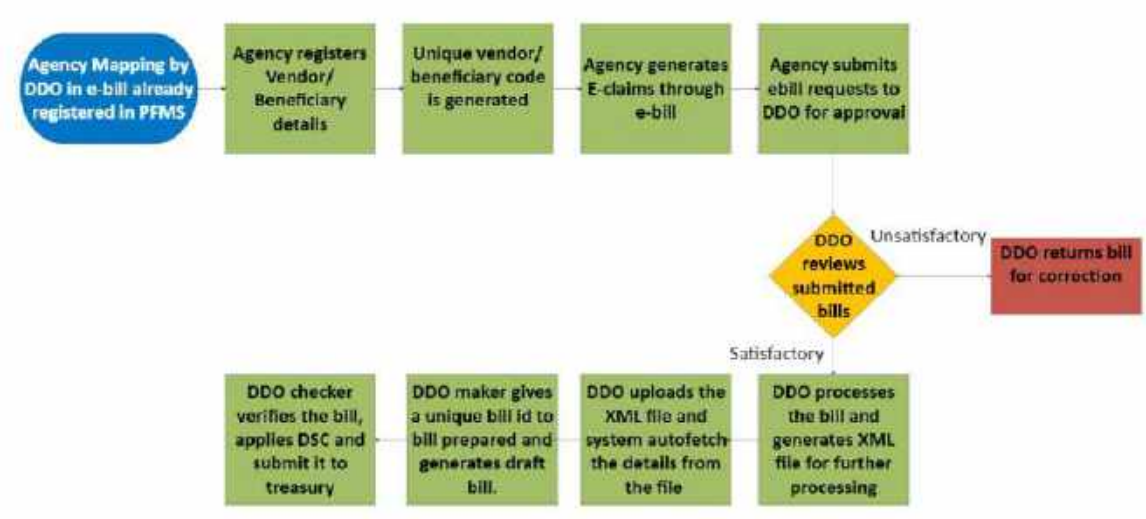

Agency Mapping by DDO in e-bill already registered in PFMS
Agency registers Vendor/ Beneficiary details
Unique vendor/ beneficiary code is generated
Agency generates E-claims through e-bill
Agency submits ebill requests to DDO for approval
DDO reviews submitted bills
Unsatisfactory
DDO returns bill for correction
Satisfactory
DDO checker verifies the bill, applies DSC and submit it to treasury
DDO maker gives a unique bill id to bill prepared and generates draft bill.
DDO uploads the XML file and system autofetch the details from the file
DDO processes the bill and generates XML file for further processing

Figure 2: Process flow for Generation of e-claims

Step 1: Agency Mapping: DDO maps agencies registered in PFMS received via API in the e-Bill module.

Step 2: Vendor/Beneficiary Registration: Agencies log in to e-Bill

to register vendor/beneficiary details (name, bank account, contact info).

Step 3: Code Generation: A unique code is generated for each registered vendor/beneficiary.

Step 4: E-claims Generation: E-Claims are generated by agencies registered under the SNA SPARSH model through the e-Bill.

Step 5: **Bill Requests:** Agencies enter beneficiary/vendor's bills and vouchers details and submit bill requests and send bills to the DDO for approval.

Step6: DDO Review: DDO reviews submitted bills:

a) If unsatisfactory → returned for correction.
b) If satisfactory → accepted and exported.

Step 7: XML File Generation: Accepted bills are automatically downloaded as XML files.

Step 8: Bill Preparation: DDO imports XML, enters required details (bill type, pay type, sanction number, HoA, deductions).

Step 9: Draft Bill Creation: DDO Maker saves the bill with a unique bill id called bill unit.

Step 10: Finalization of bills: DDO Checker verifies, assigns BTR and bill number, applies DSC.

Step 11: Submission to Treasury: Finalized bills are submitted to the treasury for processing.

Once bills are accepted by the treasury, Treasury Officers (TOs) processes them at the Cyber Treasury and sent to the Central Accounting Unit (CAU) for further handling.

2.3 Odisha

In the pursuit of efficient and transparent financial management within scheme implementation, it is imperative to establish mechanisms that ensure alignment between fund allotment and authorization. The following best practices have been designed to introduce a structured, multi-tiered approach to ceiling authorization, enabling better control, monitoring, and categorization of expenditures. These practices not only reinforce fiscal discipline but also empower stakeholders with actionable insights and operational convenience.

Key Design Features and Operational Strengths

- **Dual-Level Ceiling Authorization:** Authorization of ceilings at two levels—by the State Scheme Manager (SSM) for Drawing and

Disbursing Officers (DDOs), and by DDOs for Implementing Agencies (IAs). It ensures systemic synchronization between fund allotment and authorization, promoting accountability and traceability.

- **Systemic Validation for Controlled Drawal:** Built-in validation mechanisms restrict fund drawal to within approved ceilings. It empowers the SSM with enhanced control and monitoring capabilities over scheme expenditures, reducing the risk of overspending.
- **Category-Wise Sanctioning and Claim Generation:** Enables sanctioning and claim generation based on beneficiary categories (General/ST/SC). It prevents overdrawal under specific categories and facilitates the generation of category-wise MIS for informed decision-making by both IAs and higher management.
- **Visibility of Unspent Authorizations:** Displays unutilized ceilings/authorizations at the IA level. It supports efficient claim generation within available balances, improving fund utilization and planning.

2.4 Rajasthan

Rajasthan has implemented a technologically advanced and workflow-secure e-Claim mechanism under the SNA SPARSH module. The system ensures seamless bill generation, automated submission, and end-to-end traceability through IFMS 3.0. Claims are generated electronically by Implementing Agencies (IAs), routed through a maker-checker-approver hierarchy, and submitted to the Single Nodal Agency (SNA) with digital signatures for authentication and treasury processing. This structured, rule-compliant approach promotes accountability, timeliness, and paperless governance in scheme-based financial disbursements.

Key Design Features and Operational Strengths:

- **Workflow Automation with Role Hierarchies**: Each claim passes through distinct user roles (IA Maker, Checker, Approver), ensuring control and minimizing manual errors.
- **Digital Signatures and Server Authentication**: The process includes mandatory DSC/e-Signatures for IAs and Server Certificate Signing by SNAs to ensure authenticity.
- **Auto-forwarding Mechanism**: A built-in trigger ensures that pending bills at the SNA level are auto-forwarded after 48 hours, reducing delays and enhancing operational throughput.
- **Paperless Compliance with GFAR Formats**: Standardized bill formats used by DDOs and SNAs, aligned with GFAR rules and complete with system-generated audit trails.

Outlined below is the procedure for e-claim generation:

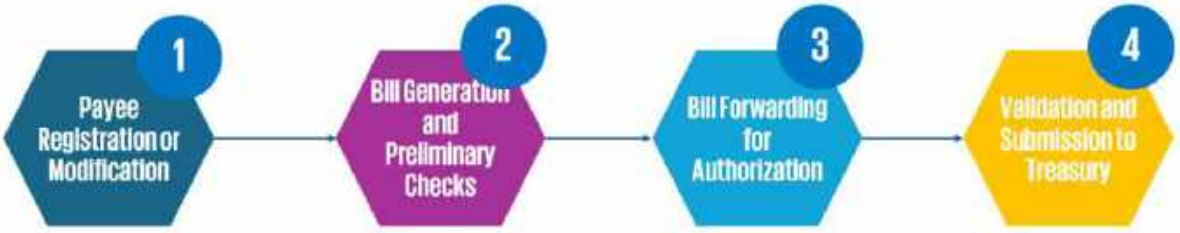


Figure 3: Process Flow for e-claim generation

1. **Payee Registration or Modification**
   - Initiated by **IA Maker** for vendors or beneficiaries.
2. **Bill Generation and Preliminary Checks**
   - Conducted by **IA Maker**.
   - Reviewed at the **IA Checker** level.
3. **Bill Forwarding for Authorization**
   - Bills are forwarded by **IA Checker** to **IA Approver**.
   - Upon approval, bills are sent to **SNA** for authorization.
4. **Validation and Submission**
   - **SNA** validates the authorized bills.
   - Validated bills are forwarded to the **State Cyber Treasury** for final processing.

3. Consolidation of e-Claims at Cyber Treasuries

Key Pointers

✅ **Time-Bound and Structured Processing**

Assam: Strict time-bound protocol: Claims received before 1 PM are processed and transmitted to PFMS by 2 PM the same day.

Rajasthan: Payments are processed only after validation and fund availability, aligning with DoE mandates.

✅ **Sanction-Wise Claim Consolidation with Post-Payment Deconsolidation**

Odisha: After voucher generation, consolidated bills are split back into individual claims, giving IAs visibility into payment status.

3.1 Assam

Assam has adopted a centralized and time-bound approach to the consolidation of e-Claims under the SNA SPARSH framework. Once electronically generated by Implementation Agencies (IAs) through IFMIS, these claims are routed to the Cyber Treasury, where they are validated and compiled for submission to PFMS. The state has aligned its processing timelines with Government of India's cutoff protocols,

ensuring that claims received before 1 PM are processed and transmitted to PFMS by 2 PM on the same day. This structured consolidation mechanism enhances fund flow predictability, minimizes delays, and supports real-time reconciliation with central systems. The approach reflects Assam's emphasis on operational discipline and system responsiveness during the onboarding of 19 schemes under SPARSH.

Key Design Features and Operational Strengths

- **Centralized Consolidation at Cyber Treasury**: All e-Claims are compiled and validated centrally before being pushed to PFMS, ensuring uniformity and control.
- **Time-Bound Processing Protocols**: Claims received before 1 PM are processed by 2 PM the same day, adhering to GoI's cutoff timelines for fund release.
- **Automated Workflow within IFMIS**: The consolidation process is embedded within IFMIS, reducing manual intervention and ensuring consistency across departments.

3.2 Chhattisgarh:

A Central Accounting Unit (CAU) has been established at the Directorate of Treasury and Accounts (DTA) to streamline financial operations. The primary responsibility of the CAU is to consolidate all bills received from various treasuries and forward them to the Public Financial Management System (PFMS) and the Reserve Bank of India (RBI).

The CAU operates under the Cyber Treasury module of the Integrated Financial Management Information System (IFMIS). Upon receiving bills from different treasuries, the CAU performs the following functions:

i **UR Number Generation:** The Central Accounting Unit (CAU) generates unique UR numbers for each bill received from Drawing and Disbursing Officers (DDOs), categorized by Central Scheme, SLS Scheme, and treasury.

ii **PFMS File Creation:** Payment files created for all UR numbers received in a day and consolidated into a single JSON file, which is sent to PFMS for processing.

iii **XML File Creation:** Once PFMS accepts the JSON file, an XML file is generated for the Reserve Bank of India (RBI).

iv **RBI Files Sent to SFTP:** Upon receiving a Debit Notification (DN) from PFMS and a Credit Notification (CN) from RBI, the payment file is automatically pushed to RBI via SFTP.

Figure 4: Process flow for Consolidation of e-claims

3.3 Odisha

To streamline financial workflows and enhance operational efficiency in scheme implementation, the system introduces a robust mechanism for the consolidation of e-claims. This process simplifies the approval and payment lifecycle by aggregating multiple claims into a single bill, reducing redundancy and improving turnaround time. The approach not only optimizes the workload at the DDO level but also ensures transparency and traceability for Implementing Agencies (IAs) post-payment. These best practices are designed to foster a more agile, accountable, and user-friendly financial management system.

Key Design features & Operational strengths

- **Sanction-Wise Claim Consolidation:** Consolidates multiple claims into a single bill for streamlined processing and approval by the DDO. It Reduces repetitive digital authorization efforts of DDO, saving time and administrative overhead.
- **Post-Payment Deconsolidation:** Automatically breaks down the consolidated bill back into individual claims after voucher generation. This provides voucher-level payment status visibility to respective IAs, ensuring transparency.
- **Claim Rejection Prior to Consolidation:** Allows DDOs to reject specific claims before consolidation. Rejected claims are returned to the concerned IA for revision and resubmission, maintaining data integrity and compliance.

3.4 Rajasthan

Rajasthan’s SNA SPARSH framework centralizes the final-stage consolidation of e-claims at the State Cyber Treasury, ensuring uniformity, auditability, and seamless integration with PFMS and RBI systems. While Implementing Agencies (IAs) and Single Nodal Agencies (SNAs) process bills individually, the Cyber Treasury acts as the nodal point for authenticating, validating, and compiling these claims into scheme-wise payment files. These files are then transmitted to PFMS for sanctioning and onward processing through RBI’s e-Kuber platform. This centralized consolidation model not only streamlines fund disbursement but also facilitates real-time reconciliation, daily e-account generation, and structured submission to the AG office.

Key Design Features and Operational Strengths

- **Centralized Authentication and File Generation**: Cyber Treasury validates bills received from SNAs, generates scheme-wise payment files, and pushes them to PFMS for further processing.
- **Single Cyber Treasury Architecture**: Rajasthan operates a unified Cyber Treasury for all SNA SPARSH transactions ensuring consistency in processing and eliminating duplication across treasuries.
- **Compliance with Just-in-Time Principles**: The Cyber Treasury ensures that payments are processed only after validation and fund availability, aligning with the JIT release model mandated by the Department of Expenditure.

S. No.	Process Steps / Activity	Actors
1.	Token for each bill/ Validations checks and Authentication of bills at State Cyber treasury level- scheme wise/ auditor wise	State Cyber Treasury, State IFMS
2.	Scheme wise – (clubbing of multiple heads) Payment File generation and push to PFMS	

Figure 5: Steps to consolidate e-claims

4. Handling of deductions

4.1 Taxes like TDS, Income Tax, GST, Employee's Contribution etc.

Key Pointers

✅ **Automated Deduction Workflows**

Rajasthan: Automated deduction capture during bill creation, with seamless transfer to mapped budget heads.

✅ **Routing Mechanisms for Statutory Deductions**

Rajasthan: Deductions mapped to specific budget heads and routed accordingly.

Assam: Income Tax and GST routed through Public Account (Suspense Head) for proper classification and traceability.

✅ **System Integration**

Rajasthan: Integration with R-ITMS enables automated projections, return filing, and DDO-level compliance.

✅ **Unique multi-step workflow**

Rajasthan: Bill generation and eligibility check >Request ID and CPIN generation > E-sign enablement and treasury forwarding > Transfer from budget head to RBI account.

4.1.1 Assam

Assam has implemented a structured and automated deduction management system within IFMIS to handle statutory deductions such as TDS, Income Tax, GST, and employee contributions under the SNA SPARSH framework. The system routes Income Tax and GST deductions through Public Account (Suspense Head), ensuring proper classification and traceability. Employee contributions like EPF are credited directly to designated bank accounts, although the state has proposed integration with EPFO to streamline this further. The state has ensured compliance through systematic deduction booking, automated workflows, and streamlined reporting mechanisms.

Key Design Features and Operational Strengths

- **Automated Deduction Workflows**: Deductions are processed through IFMIS, reducing manual intervention and ensuring consistency across schemes.
- **Public Account Routing**: Statutory deductions like Income Tax and GST are credited to Suspense Heads, maintaining financial discipline and audit readiness.
- **Employee Contribution Handling**: EPF and similar contributions are credited to bank accounts; integration with EPFO is proposed to enhance efficiency.

4.1.2 Chhattisgarh

All applicable deductions are handled by the Drawing and Disbursing Officer (DDO) during the bill preparation process:

- **GST Deductions**: These are deposited into the DDO's current account.
- **TDS Deductions**: These are credited to the designated TDS head.
- **Other Deductions**: For deductions where specific heads are not available, the amounts are transferred to other bank account maintained by the DDO.

4.1.3 Rajasthan

Rajasthan's SNA SPARSH framework under IFMS 3.0 incorporates a comprehensive and rule-aligned mechanism for managing statutory deductions such as GST TDS. These deductions are seamlessly integrated into the bill generation process at the IA /DDO level and are automatically routed to designated budget heads for accounting and reporting. The system ensures that deductions are not only correctly booked at the time of voucher generation but also enables subsequent remittance through dedicated workflows. This structured approach

enhances financial discipline, audit readiness, and compliance with both state and central tax regulations.

Key Design Features and Operational Strengths

- **Dedicated Budget Head Mapping**: The mapping of deductions to specific budget heads, such as:
    - Income Tax: 8658-00-112-00-00
    - GST TDS: 8658-00-139-00-00
    - Royalty, DMFT, GPF, State Insurance, NPS: Various heads including 0853, 8443, 8009, and 8011
- **Automated Deduction Capture**: During bill creation, the gross amount includes all applicable deductions, which are automatically transferred to the relevant heads upon voucher generation.
- **Alignment with R-ITMS**: Rajasthan's broader tax compliance ecosystem, including the Rajasthan Integrated Tax Management System (R-ITMS), complements SPARSH by supporting automated projections, return filing, and DDO-level compliance for TDS and GST.

The functional process of handling the GST, TDS bills is as follows:

Figure 6: Process flow for handling GST, TDS bills

1. **Trigger Bill Generation by IA/DDO user**
    - Use **Reference No./Bill No./TV No.** to initiate bill generation.
2. **Eligibility Check on bills by IA/DDO user**
    - Only **paid bills** tagged with **Treasury Voucher Number** and **Treasury Date** are eligible to be processed.

3. **Bill Selection by IA/DDO user**
    - User selects **single or multiple bills** using reference numbers.
    - Click **Submit** to proceed.
4. **Request ID Generation**
    - A new Request ID will be generated
    - All the payee those exist in the selected bills can be seen with their GSTIN number and deducted amount (Deposited in Budget Head 8658-00-139-00 -00) on the UI screen.
5. **CPIN Generation by IA/DDO user**
    - Click **CPIN Generation** button.
    - A **14-digit CPIN** with an expiry date will be generated.
6. **E-Sign Enablement**
    - Once bills are processed, they become eligible for **E-Sign**.
7. **Preview and forward to SNA**
    - User previews the **GST TDS Bill** before E-Sign.
    - IA/DDO user forwards the bill to **SNA**.
8. **Final E-Sign by SNA and Forwarding to Treasury**
    - SNA user E-Signs the bill and forwards it to treasury.
    - Deducted amount is transferred from *8658-00-139-00-00* to **CPIN (RBI Account for GST)**.

4.2 Deposits like EMD, Security Deposit etc.

Key Pointers

✅ **Refund and Adjustment Mechanisms**

Rajasthan: Dedicated SD Refund process supports: Partial refunds, Late Delivery (LD) penalties, Withheld payment adjustments

Schedule report generation and transfer of LD deductions to service heads.

✅ **Workflow and System Integration**

Assam: Workflow realignment ensures all deduction-related claims are routed exclusively through the SNA SPARSH system.

Rajasthan: Structured refund workflow for SD, including validations for partial refunds, LD penalties, and withheld adjustment

4.2.1 Assam

Assam has adopted a structured and compliant approach to managing miscellaneous deductions such as Earnest Money Deposits (EMD) and Security Deposits (SD) under the SNA SPARSH framework. These deductions are credited into the Public Account, ensuring proper classification and traceability. A key transition involved the closure of legacy SNA accounts that previously held SD balances prior to SPARSH onboarding. The state remitted these balances back and now routes all such claims exclusively through the SNA SPARSH system.

Key Design Features and Operational Strengths

- **Public Account Routing**: EMD and SD deductions are credited into designated Public Account heads, ensuring proper booking and financial discipline.
- **Legacy Account Reconciliation**: Balances held in SNA accounts prior to SPARSH onboarding were remitted back, and related claims are now processed through SPARSH workflows.
- **Workflow Realignment**: All deduction-related claims are routed through the SNA SPARSH system, eliminating parallel processes and enhancing traceability.
- **Compliance with Treasury Protocols**: The treatment of deductions aligns with state treasury rules and supports accurate reporting in Finance Accounts.

4.2.2 Chhattisgarh

In line with the treatment of other deductions, Earnest Money Deposit (EMD), Security Deposit, and other miscellaneous deductions are systematically recorded and deposited under the Head of Account 8443.

4.2.3 Rajasthan

Rajasthan’s SNA SPARSH module under IFMS 3.0 incorporates a structured and rule-bound mechanism for managing miscellaneous deductions such as Earnest Money Deposits (EMD), Security Deposits (SD), and other withheld amounts. These deductions are systematically captured at the time of bill creation and routed to designated budget heads, ensuring accurate accounting and traceability. The system also enables refund processing through a dedicated SD Refund workflow, which supports partial refunds, late delivery (LD) penalties, and withheld adjustments. This ensures that deductions are not only correctly booked but also returned or adjusted in a transparent and auditable manner, in line with financial rules and operational needs.

Key Design Features and Operational Strengths

- **Dedicated Budget Heads for Deductions**: The deductions like Security Deposits are mapped to specific heads such as 8443-00-103-00-00, ensuring proper classification and accounting.
- **Refund Workflow with Validations**: A dedicated SD Refund process that allows IAs and SNAs to initiate refund bills. The system enforces validations to prevent overpayment and supports partial refunds and LD deductions.
- **Late Delivery (LD) and Withheld Adjustments**: The system allows users to apply LD penalties and withheld amounts during refund processing, with provisions to generate schedule reports and transfer deductions to service heads.
- **User Role Segregation and Audit Trail**: The refund process is role-based—IA users initiate and forward bills, while SNAs verify and digitally sign them before treasury submission. This ensures accountability and traceability.

Below is the workflow for SD refund process:

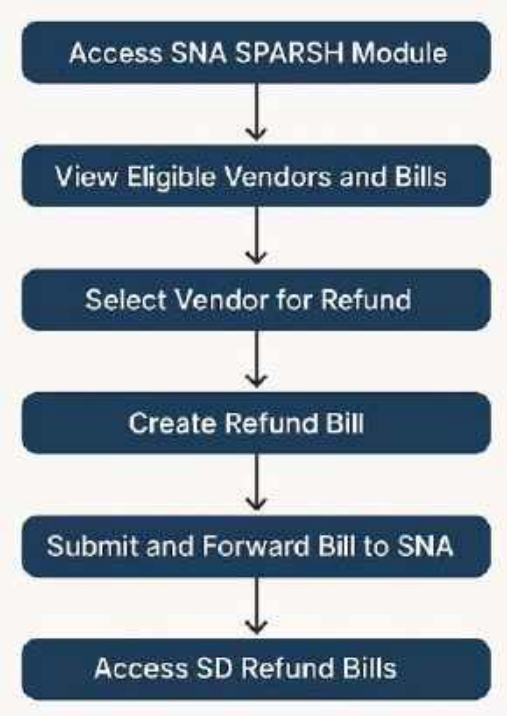

Access SNA SPARSH Module
View Eligible Vendors and Bills
Select Vendor for Refund
Create Refund Bill
Submit and Forward Bill to SNA
Access SD Refund Bills

Figure 7: Workflow for SD refund process

IA user Workflow

Step 1: Access SNA SPARSH Module

• Login to IFMS 3.0 & navigate to SNA SPARSH → Dashboard → SD Refund Process under Bill Processing.

Validation: Only authenticated users can access the SD Refund module.

Step 2: View Eligible Vendors and Bills

• System displays vendors eligible for SD refund and bills paid to those vendors.

Validation: Only bills with TV No. and TV Date are shown, ensuring payment has been made.

Step 3: Select Vendor for Refund

• User selects a vendor from the list for whom the SD refund is to be processed.

Validation: System checks that the vendor has a refundable SD balance.

Step 4: Create Refund Bill

• Redirected to Bill Creation page.

• User enters the refund amount and makes provision for withheld payment or LD whichever is applicable and submit the bill

Validations:

• Refund amount cannot exceed the available SD balance.

• System allows partial refunds.

• LD deductions can be applied.

• Withheld payments and penalties can be included.

Note: *In case of LD, system supports schedule report generation and transfer of deducted amount to the respective service head.*

Step 5: Submit and Forward Bill to SNA

• User submits the bill and forward it to SNA.

Validation: Bills can be updated by IA only before forwarding to SNA.

SNA User Workflow

Step 6: Access SD Refund Bills

• SNA views bills in Bill E-Sign page under SD Refund Bill Process in Bill processing menu.

Step 7: Verify and Forward to Treasury

• SNA verifies the bill. If the bill is incorrect, SNA can revert bills to IA for corrections.

- SNA uses server sign certificate to forward it to Treasury.

✅ Validation: Only verified bills can be signed and forwarded.

5. Handling of 100% Top-up payment files

Key Pointers

✅ **Deliberate Platform Separation:**

Rajasthan: Top-up payments are processed through the non-SPARSH IFMS platform, keeping them distinct from centrally governed fund flows.

5.1 Rajasthan

Rajasthan has adopted a clear and well-differentiated approach to managing 100% top-up payments under Centrally Sponsored Schemes (CSS). In cases where the State Government provides additional funding beyond the Centre-State sharing ratio, these top-up amounts are processed outside the SNA SPARSH framework. Instead, they are routed through the non-SPARSH IFMS platform, ensuring that such discretionary state contributions remain distinct from centrally governed fund flows. This separation not only preserves the integrity of the SNA SPARSH architecture but also simplifies reconciliation, audit, and reporting by avoiding the intermingling of top-up funds with CSS-linked releases.

Key Design Features and Operational Strengths

- **Deliberate Platform Separation**: Rajasthan processes top-up amounts through the non-SPARSH platform of IFMS, rather than integrating them into the SNA SPARSH pipeline. This ensures that CSS-related fund flows remain cleanly delineated.
- **Avoidance of Sanction Conflicts**: By keeping top-up payments outside the SPARSH ecosystem, the state avoids triggering central sanctions or PFMS validations that are not applicable to state-only contributions.
- **Alignment with PFMS Guidelines**: The approach aligns with the broader guidance issued by the Department of Expenditure, which emphasizes that top-up amounts should not be included in central share calculations or payment files under SPARSH unless explicitly structured to do so.
- **Operational Flexibility for State Schemes**: This model allows Rajasthan to continue supporting schemes with additional funding without disrupting the automated, rule-bound processes of SNA SPARSH.

Section C: Reconciliation

6. MIS, Reporting and Dashboards available to the different users at state portal

Key Pointers

✅ **Role-Based Dashboards and Stakeholder Customization**

Assam:

- Role-based dashboards tailored for IAs, SNAs, and treasury officials.
- Payment Status Dashboard via FinAssam enables tracking of scheme-wise fund flows and claim statuses.

✅ **Advanced Monitoring Tools**

Assam: Tableau-based dashboard for treasury-level bill pendency with department-wise summaries.

Rajasthan: District-wise and Block-wise Expenditure Reports for granular monitoring.

6.1 Assam

Assam has deployed a robust and user-centric MIS and dashboard ecosystem under the SNA SPARSH framework to enable real-time monitoring, data-driven decision-making, and enhanced transparency across all levels of scheme implementation. The state has operationalized a **Payment Status Dashboard via FinAssam** that allows stakeholders to track scheme-wise fund flows, individual claim statuses, and pendency at both treasury and ministry levels. Additionally, a **Tableau-based dashboard** has been developed to monitor treasury-level bill pendency, offering department-wise summaries and actionable insights. These tools are complemented by a comprehensive MIS suite that provides stakeholders—including IAs, SNAs, and treasury officials—with access to reports tailored to their roles. The system has significantly reduced manual reconciliation errors and enabled same-day resolution of 96% of SNA SPARSH-related tickets, reflecting Assam's commitment to responsive governance and operational efficiency.

Key Design Features and Operational Strengths

- **Role-Based Dashboards**: Stakeholders can access dashboards tailored to their responsibilities, including scheme-wise fund tracking, claim status updates, and pendency reports.
- **Tableau Dashboard for Treasury Monitoring**: Provides real-time visibility into treasury-level bill pendency, with department-wise breakdowns to support targeted interventions.
- **Comprehensive MIS Reports**: The system generates detailed

reports for fund utilization, claim processing, and deduction tracking, supporting audit readiness and compliance.

- **Real-Time Data Availability**: Dashboards and reports are dynamically updated, enabling proactive issue resolution and timely decision-making.
- **High Responsiveness**: The state has achieved same-day resolution of 96% of SNA SPARSH tickets, underscoring the effectiveness of its monitoring and support systems.
- **Transparency and Accountability**: The MIS framework enhances visibility across the fund flow lifecycle, reinforcing trust among departments, treasuries, and central agencies.

6.2 Rajasthan

Rajasthan's SNA SPARSH implementation under IFMS 3.0 is supported by a comprehensive Management Information System (MIS) and role-based dashboards that provide real-time visibility into fund flow, bill processing, deductions, and scheme performance. These tools are tailored to the needs of different stakeholders—Implementing Agencies (IAs), Single Nodal Agencies (SNAs), SNA Admins, and the State Cyber Treasury—enabling data-driven decision-making, proactive issue resolution, and enhanced transparency. The MIS framework not only supports operational monitoring but also strengthens compliance, audit readiness, and strategic oversight across CSS.

Key Design Features and Operational Strengths

- **Role-Specific Dashboards**: Dashboards are customized for IAs, SNAs, and SNA Admins, offering tailored views of fund allocation, expenditure, bill status, and deduction tracking.
- **Comprehensive Reporting Suite**: The system provides a wide array of reports, including:
    - *Fund Allocation & Expenditure Reports* (IA/SNA/Admin level)
    - *Deduction and GST TDS Reports*
    - *Bill Status and RN Bill Pendency Reports*
    - *District-wise and Block-wise Expenditure Reports*
    - *Scheme-wise Payment File Status Reports*
- **Real-Time Data Availability**: Reports and dashboards are updated dynamically, allowing stakeholders to monitor transactions, identify bottlenecks, and take corrective action without delay.
- **User-Friendly Interface**: The dashboards are embedded within the

IFMS portal and accessible through secure login, ensuring ease of use while maintaining data security.

Sample snapshots of dashboard are attached below:

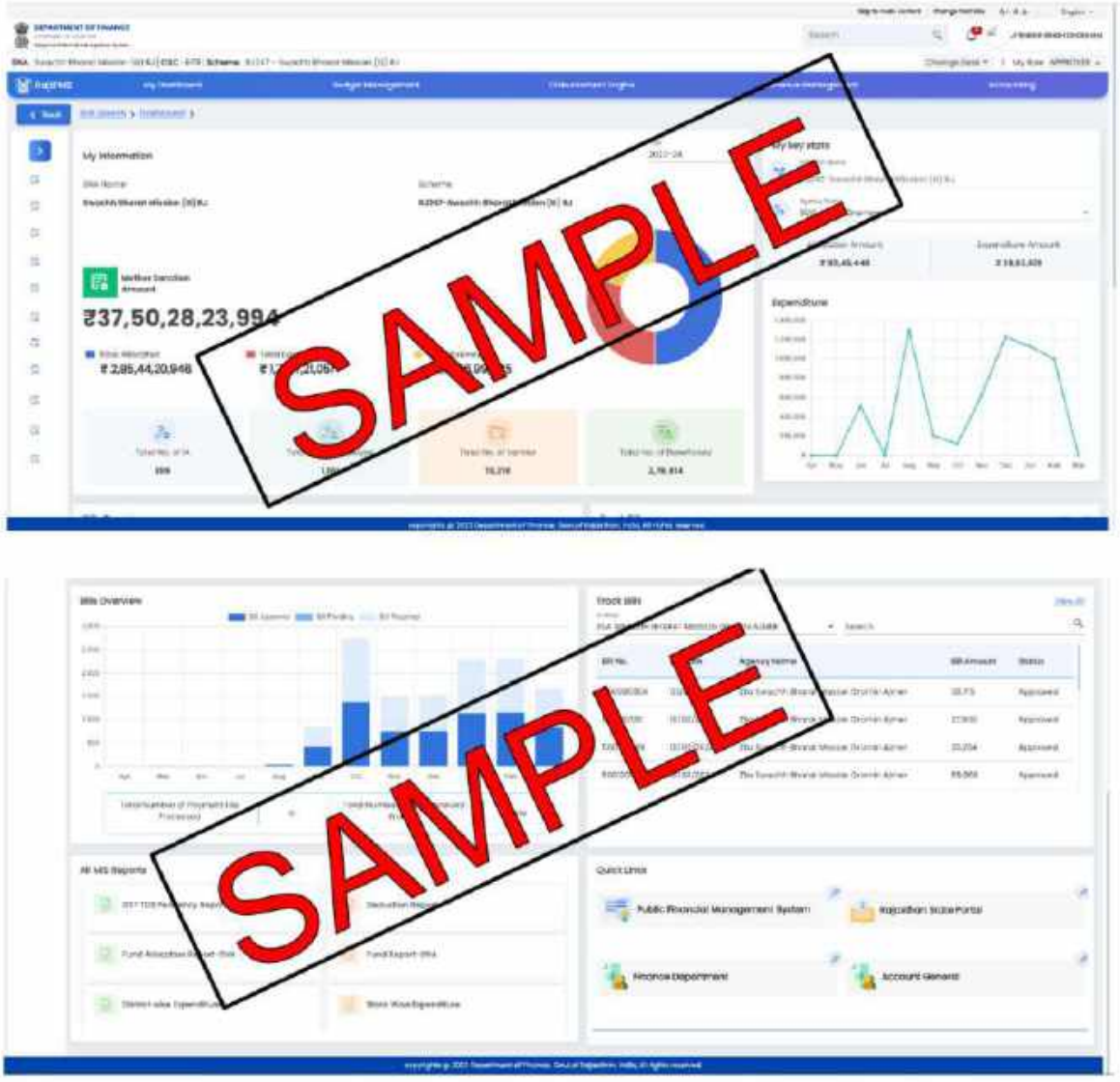


Figure 8: Sample screens of Dashboard

7. Detailed procedure of submission of accounts to AG Office

Key Pointers

✅ **Reporting and Reconciliation Mechanisms**

Rajasthan: Automated generation of reports like:

- e-Kuber TY33 and TY34
- List of Payments (LOP) and Receipts (LOR)
- Closing Abstracts and DMS

7.1 Assam:

1. **Integration with IFMIS**
   - Accounts are prepared and submitted through the **IFMIS**.
   - Ensures centralized and streamlined financial data handling.
2. **Digital Voucher Automation**
   - All vouchers and sub-vouchers are **digitally signed** at all processing levels (DDOs, IAs, etc.).
   - Support both **Digital Signature Certificates (DSC)** and **Aadhaar-based eSign**.
3. **Universal eSign Enablement**
   - eSign functionality is enabled across **all bill types and processing levels**, ensuring authenticity and traceability.
4. **Automated Account Rendering**
   - System automatically compiles and renders accounts for submission.
   - Minimizes manual intervention and errors.
5. **Timely Submission to AG Office**
   - Accounts are consistently submitted to the **Accountant General (AG)** by the **10th of every month**.
   - Covers all treasuries, including **Cyber Treasury and SNA SPARSH**.
6. **State-Wide Implementation**
   - The procedure is uniformly adopted across all **State Treasuries**, ensuring consistency in AG reporting.

7.2 Chhattisgarh

In the state of Chhattisgarh, all Treasury Officers are required to submit expenditure accounts, including SNA-SPARSH accounts, to the Office of the Accountant General (AG) twice a month. This is done through an e-Accounts system, where all the treasuries send accounts in e-mode (pdf mode) with Digital Signature Certificates (DSCs) to AG, Chhattisgarh.

Preparation of Accounts

- Treasury Officers log in to the **Cyber Treasury Portal**.
- They use the **‘Generate PDF Link’** option to generate PDF
- Select relevant options for:
  - **Payment**
  - **Receipt**
  - **Pension**
- Send for DSC

For SNA-SPARSH, a DMS (Daywise Monthly Statement) verification

report is provided to all treasuries providing CT wise & SLS wise details. The treasury selects the SLS bank account and generates the report. After verification it sends it to AG office as Verifies DMS.

Below is the snapshot of the DMS report:

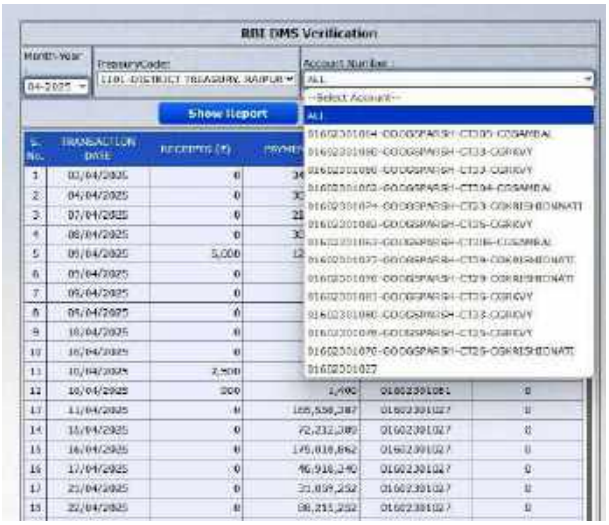


Figure 91: Snapshot of DMS Report

7.3 Odisha

Under the SNA-SPARSH system, all payments are processed electronically, with e-voucher level data seamlessly transmitted from the Integrated Financial Management System (IFMS) to the Office of the Accountant General, Odisha (AG(O)), in line with existing protocols. The expenditure accounts related to SNA-SPARSH are submitted to AG(O) through the regular Monthly Treasury Accounts—specifically, the 1st List and 2nd List—by the 15th of the accounting month and the 8th of the following month, respectively, as per codal provisions. Additionally, IFMS provides a monthly report to AG(O) detailing the Central Share amounts credited to the SLS Drawing Accounts of the State. This report is accompanied by scheme-wise failure or return details, formatted as prescribed by AG, Odisha. The initial level of accounting for SNA-SPARSH expenditure is carried out by the drawing treasury, while the management and settlement of failed payments continue to follow the established procedures within IFMS.

7.4 Rajasthan

Rajasthan has institutionalized a fully automated, paperless, and audit-compliant process for submission of accounts to the Accountant General (AG) Office under the SNA SPARSH framework. The State Cyber Treasury is solely responsible for compiling and rendering e-accounts on a **daily, monthly, quarterly, and annual basis** through the **IM**

server. Once payments are executed and reconciled using Debit Notifications (DN), Credit Notifications (CN), and Return Notifications (RN) received from RBI and PFMS, the system generates a suite of standardized reports. These include digitally signed vouchers, challans, and scheme-wise abstracts that are mapped to Scheme Level Sanctions (SLS) and budget heads. The process ensures that all transactions—whether under Central Assistance (CA), State Fund (SF), or deductions—are accurately captured and rendered in formats aligned with GFAR norms and AG protocols. This architecture not only enhances transparency and timeliness but also reinforces Rajasthan's leadership in digital public financial management.

Key Design Features and Operational Strengths

- **Automated Report Generation**: Post-payment, the system generates standardized reports including:
  - *e-Kuber TY33 and TY34*
  - *List of Payments (LOP) and List of Receipts (LOR)*
  - *Closing Abstracts and DMS.*
- **Daily e-Account Submission**: Treasuries are mandated to render daily accounts, enabling real-time reconciliation and reducing month-end backlogs.
- **Integrated IM Server Transmission**: Accounts are submitted electronically to the AG Office via the IM server, eliminating physical dependencies and ensuring timely compliance.

Section D: Other Practices Adopted by States

8. Integration of State IFMIS with NREGASoft Application

Key Pointers

✅ **Seamless System Integration**

- Enabled end-to-end digital workflow from agency registration to fund disbursement.

✅ **Robust Agency Registration Mechanism**

- DDOs register agencies via the "SNA SPARSH Agency Entry" in the e-Bill module.
- System auto-generates unique agency codes used as login credentials, ensuring traceability.

✅ **Secure FTO Processing with DSC Validation**

- Dual-layer Digital Signature Certificate (DSC) validation (Maker & Checker) before FTO consumption.
- Merges multiple FTOs into a single file with a unique ID for streamlined processing.

✅ **Automated Bill Preparation with Ratio-Based Segmentation**

- DDOs prepare bills using auto-calculated Centre-State share (60:40).
- Uses distinct segment codes (0701 for Centre, 0704 for State) for financial clarity.
- Allows re-entry and correction before final submission.

✅ **Cyber Treasury Flagging & Routing**

- Bills flagged under SNA SPARSH in Cyber Treasury for special handling.
- Routed to Central Accounting Unit (CAU) for payment file generation and accounting.

✅ **Centralized Accounting via CAU**

- CAU handles:
  - UR Number generation for each bill.
  - PFMS file (JSON) and RBI file (XML) creation.
  - Auto-push to RBI after receiving Debit/Credit notifications.
  - Second-level response sent back to NREGASoft for confirmation

✅ **Treasury-Wise DMS Segregation**

- CAU segregates Daily MIS (DMS) files treasury-wise post-payment.
- Verified by respective treasuries and forwarded to Accountant General via DMS.

8.1 Chhattisgarh

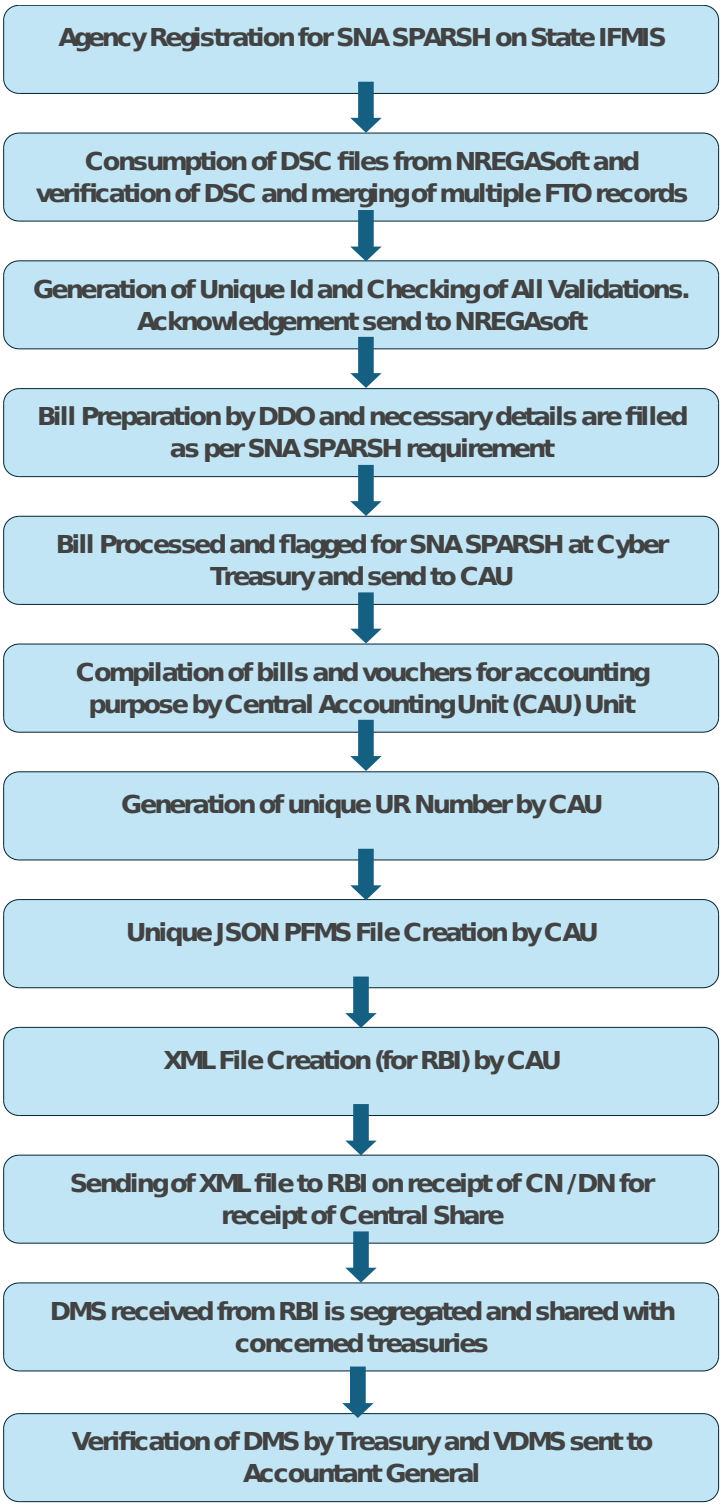

Agency Registration for SNA SPARSH on State IFMIS
Consumption of DSC files from NREGASoft and verification of DSC and merging of multiple FTO records
Generation of Unique Id and Checking of All Validations. Acknowledgement send to NREGAsoft
Bill Preparation by DDO and necessary details are filled as per SNA SPARSH requirement
Bill Processed and flagged for SNA SPARSH at Cyber Treasury and send to CAU
Compilation of bills and vouchers for accounting purpose by Central Accounting Unit (CAU) Unit
Generation of unique UR Number by CAU
Unique JSON PFMS File Creation by CAU
XML File Creation (for RBI) by CAU
Sending of XML file to RBI on receipt of CN/DN for receipt of Central Share
DMS received from RBI is segregated and shared with concerned treasuries
Verification of DMS by Treasury and VDMS sent to Accountant General

Figure 10:Process Flow for NAREGA Scheme under SNA SPARSH with Integration to NAREGASoft Application

Chhattisgarh has successfully integrated the State IFMIS (e-Kosh Portal) with NREGASoft Application for processing of payment under SNA SPARSH. The details of the process followed by the state of Chhattisgarh for processing of payments in NREGA Scheme under SNA SPARSH are mentioned here.

Procedure adopted in State IFMIS for NAREGA Scheme - Based on guidelines provided by GoI, software developed in State IFMIS. RBI accounts SLS wise opened by Director Treasury Accounts and Pension. The following steps has been developed for creation of payment files, sending of files to PFMS and RBI and getting data from both the units.

A. Agency Registration: The Drawing and Disbursing Officer (DDO) needs to log in to the e-Bill module of the e-Kosh Online Portal (State IFMIS of Chhattisgarh). Within the DDO login interface on the e-Bill module, using "SNA SPARSH Agency Entry" option registration will be done. The DDO initiates the registration process for each agency by entering relevant information and details into the system. This includes agency name, contact information, and other necessary details for identification and tracking purposes. After the registration process is completed for each agency, the system generates a unique agency code this will be the user id and password for that agency.

B. FTO Consumption and Processing

i. **DSC Enrollment** - First step in NREGA FTO consumption is to consume DSC files (DDO Maker and Checker) from NREGASoft and send back the DSC response, only after State IFMIS can consume the FTO files as it is signed by the DDO Maker and Checker.

ii. **FTO File Consumption** - Once an FTO is received from NREGA, it is first verified the DSC of DDO in FTO then successfully consume it. FTO contains list of beneficiaries, including details such as gross amount, net amount, deductions, component codes, etc., is consumed at Treasury end, at the same time Multiple FTO records are merged into a single file.

For each merged FTO file, a unique ID is generated and check all the validations after that generate Acknowledgement file to push NREGA.

After merging FTO data, files are processed (get) based on the unique ID generated for each merged file. At this stage, expenditures are booked for agencies. If validation is successful, the data is pushed forward to final bill preparation.

C. DDO Bill Preparation: Bill preparation will be done by the DDO after completion of agency bill accept process. In the Bill Preparation, the DDO has the option to either create a new bill from scratch or use a bill from the Agency Bill Request list if available. Regardless of the source, the DDO fills out all the necessary details in the SNA SPARSH Bill Details Form. This

includes information such as the form number, pay type, sanction number, state scheme code, sanction credit amounts that will be automatically split into centre-state sharing ratio (i.e. 60:40), TDS amount, GST amount and other deduction amount etc.
DDO has to fill SNA SPARSH bill details form like percentage, bill unit, CT code, component etc. Once all data is filled then DDO has to click on the Bill Preparation Button for saving the Bill Details. Minimum two bill will be prepared on the basis of centre-state sharing ratio. For one bill preparation two segment code will be used i.e., 0701 is for Central Share Fund and 0704 is for State Share Fund. Based on the total percentage requirement, the percentage for each bill should be allocated accordingly. Bill unit must be unique for each bills then bill preparation will be done by DDO. DDO can be clear all the filled details before bill preparation if DDO not satisfied with the bill details and can re-entry for the same.

D. Process at CYBER TREASURY: Treasury will receive bills from DDO at their office through online and offline mode as in case of normal bills. All central schemes which covered under the SNA SPARSH category will be flagged in cyber treasury. These bills are processed in cyber treasury and after processing they will be sent to Central Accounting Unit (CAU). No payment files will be generated here.

E. CAU (CENTRAL ACCOUNTING UNIT): A CAU (CENTRAL ACCOUNTING UNIT) has been developed in directorate of Treasuries, Accounts and Pension wherein all payment files with SLS tags from the SNA/IAs could be received for payment from treasuries and the vouchers compiled for accounting purpose. CAU will login in Cyber Treasury using their credentials and following procedure will be followed:

i. **UR No. Generation RBI**: CAU will generate UR No. for corresponding bills received from DDO by selecting DDO CODE, bill category and central scheme code A unique UR No. will be generated for that DDO.

ii. **PFMS File Creation:** By selecting central scheme code, SLS code, treasury code and UR no., which is generated earlier for related DDO, PFMS file (i.e. JASON file) will be generated and it will be send to PFMS. A unique JASON file created and saved.

iii. **XML File Creation**: In the xml file creation by selecting scheme, treasury code and UR no., xml file will be generated successfully, and a message will be shown with details like no. of transactions, total amount and file name etc.

iv. **RBI File Send to SFTP**: When Debit Notification (DN)

received from PFMS and Credit Notification (CN) received from RBI, CAU will auto push payment file to RBI in xml format. Second Level response has been generated after payment from RBI and send response to the NREGASoft.

DMS segregation treasury wise: After getting DMS from RBI for payment files CAU will segregate it treasury wise and made available to concerning treasuries. Treasury will verify the DMS and will send VDMS to Accountant General.

Annexure 1 – OM for Handling of deductions like TDS, Income Tax, GST, Employee's Contribution etc. under SNA SPARSH

OM No. I-126/6/2024-ITD-CGA/64
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Mahalekha Niyantrak Bhawan
New Delhi

Date: 28.07.2025

OFFICE MEMORANDUM

Sub : Handling of deductions like TDS, Income Tax, GST, Employee's Contribution etc. under SNA SPARSH.

References have been received from various State Governments/UTs regarding the mechanism to be adopted for handling deductions such as TDS, GST, employee contributions, and other statutory or non-statutory deductions under the SNA SPARSH framework. In this regard, it is clarified that, as per the SNA SPARSH protocol, the Public Financial Management System (PFMS) does not capture individual deduction components in the payment file. Instead, PFMS only processes the Gross and Net amounts. The Central Share is released based on the Gross value of the payment file, in accordance with the scheme-specific sharing ratio configured by the respective State Scheme Manager and duly approved by the Program Division, as per the applicable scheme guidelines.

2. As per the SPARSH protocols all the deductions have to be managed in the State IFMIS Screens only.

3. Based on the deliberations with the several states, following protocols for handling the various kind of deductions under SNA SPARSH are suggested: -

A. Treatment of deductions

In SNA SPARSH transactions are to be treated at par with other treasury transactions. Accordingly, all statutory and non-statutory deductions shall form part of the gross amount of the payment file generated in the State IFMIS. This gross amount is to be submitted to PFMS for the purpose of determining and releasing the Central Share.

B. Booking of Deductions under Appropriate Budget Heads

States/UTs may book various types of deductions at the time of payment file creation in their State IFMIS system under appropriate Heads of Account, as outlined below:

a) For statutory deductions such as Contractors' TDS, Income Tax, GST, etc., the respective budget heads may be provisioned under Public Account Head 8658.

b) For refundable deductions such as EMD (Earnest Money Deposit) and Security Deposits, States may open and utilize appropriate heads under 8443 - Civil Deposits, with funds held in a dedicated bank account.

c) For deductions related to employee contributions, such as NPS, EPFO, etc., the same may be booked under their respective functional budgetary heads.

C. Booking by Implementing Agencies (IAs)

At the time of payment file generation in State IFMIS, Implementing Agencies (IAs) must ensure that deductions are appropriately booked under the relevant budget heads for accounting purposes. Consequently, the payment file will contain: Gross Amount; Deductions (booked under appropriate heads) and Net Payable Amount

D. Data Transmission to PFMS

The State IFMIS shall transmit only the Gross and Net values of the payment file to PFMS. Based on the Gross amount, PFMS will release the Central Share to the State's SLS RBI Account in accordance with the pre-configured sharing ratio of the scheme.

E. Disbursement of Deducted Amounts

For final settlement of deduction amounts to the concerned authorities (e.g., tax departments, EPFO), the State may use its treasury account, which is a Ledger Balance Account maintained with the RBI through CAS, Nagpur. In cases where the treasury route is not feasible, the State may use a dedicated bank account for such payments.

F. Non-Disbursable Deductions (Final Heads)

For deductions where no physical disbursement is required—such as CGHS, CGEGIS, License Fees, GPF, etc.—these shall also be included in the Gross value of the payment file. Such deductions must be properly booked under the relevant Receipt Heads or Public Grant Heads, as applicable, within the State's accounting framework.

4. It may be noted that the above suggestions are indicative in nature and not mandatory for States/UTs. States/UTs that already have well-established protocols for handling deductions may continue following their existing systems, provided they align with the overall objectives of the SNA SPARSH framework.

(Anupam Raj)
Dy. Controller General of Accounts (GIFMIS)

To,

ACS/Pr. Finance Secretary/Finance Secretary of all the State Governments and UTs of J&K, Puducherry and NCT Delhi.

Copy to

1. PSO to Additional Secretary (PFS), DoE, Ministry of Finance
2. PS to Additional CGA, PFMS, Shivaji Stadium, New Delhi.
3. PS to Director (PFS), DoE, Ministry of Finance.

Annexure 2 – Standard Operating Procedure on Account-Based DBT Payments under SNA SPARSH

File No.I-126/3/2024-ITD-CGA/91

Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantrak Bhawan
GIFMIS-PFMS

OFFICE MEMORANDUM

Dated:14.08.2025

Sub: **Standard Operating Procedure on "Account Based DBT through SNA SPARSH**

The undersigned is directed to refer to the subject mentioned above and state that the system integration document for integration of PFMS with State IFMIS for SNA SPARSH protocols has been revised vide version 2.0 and circulated to all the concerned stakeholders in which the validation TSA 9130 has been removed to accept the Account Based DBT files for processing through RBI NEFT Mode.

2. In the attached SOP the process for "Account Based DBT" has been explained in detail for information and necessary action by all the stakeholders.

3. For any kind of further clarification/query in this regard, the following officers may please be contacted:

a. Sh. Shalinder Sachdeva, AAO (Email: shalinder.sachdeva@mea.gov.in)
b. Ms. Meghna Sen, AAO(Email: meghna.sen@gov.in)

This issued with the approval of the competent authority.

Enclosure : As above

(B Gopala Krishna kanth Raju)
Assistant Controller General of Accounts

To

1. Principal Finance Secretary / Finance Secretary of all the States/UTs with Legislation.
2. Financial Advisors of Ministries/Departments handling schemes notified under SNA SPARSH
3. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

1. PPS to Controller General of Accounts, O/o CGA
2. PPS to Additional Secretary(PFS), DoE, MoF
3. PPS to Additional Controller General of Accounts, PFMS
4. Joint CGA(Rollout),PFMS
5. Joint CGA (DBT vertical)
6. Joint CGA, SD Veritical, PFMS

Standard Operating Procedure for Account Based DBT Payments under SNA SPARSH

1) **INTRODUCTION**

(i) SNA-SPARSH is an attempt to facilitate more effective cash management to achieve the goal of "Just–in–time" fund flow from both the Centre and State Consolidated Funds through an integrated network of State IFMIS, e-kuber of RBI.

(ii)In SNA SPARSH protocol the central share is released to the State Government's SLS account maintained in RBI only when an actual expenditure is incurred and a claim is raised against the expenditure by State Government. Thereafter using ekuber interface, State Government release funds to the end beneficiaries.

(iii) Accordingly, the State Government's account is prefunded with the Centre's share before making the payment to the end beneficiary. It means the existing model of SNA SPARSH envisages just-in-time release (both Central and State share) to beneficiaries directly by RBI based on payment files received from State Nodal Agencies (SNAs) through State IT Systems in just-in-time basis.

It is pertinent to mention that Centrally Sponsored Schemes include both Direct Benefit Transfer (DBT) based and non-DBT based payment.

2) **SPARSH DBT**

DBT payments are further bifurcated as "Account Based DBT" (where the beneficiary's bank account number is used to identify them and money is transferred directly into the bank account) and "Aadhaar-based DBT" (amount is transferred to the Aadhaar seeded bank account).

3) Aadhar Based DBT under SNA SPARSH

To facilitate extension of "Aadhar Based DBT" under SNA SPARSH, RBI has introduced NPCI's Aadhaar Payment Bridge System (APBS) for which all the states are required to integrate with NPCI for using APBS facilitates for processing of bulk electronic payment instructions for allowing the participating entities to disburse the Direct Benefit Transfers (DBT) using Aadhaar number as the financial address of the beneficiaries. In this process multiple states have completed the integration with NPCI and few states are making payments of Aadhar Based DBT through NPCI interface.

4) **Account Based DBT under SNA SPARSH**

(i) This SOP is mainly focused on the "Account Based DBT payments" under SNA SPARSH. In this process State Government shall disburse their "Account Based DBT" payments through their existing eKuber interface under SNA SPARSH. It may please be noted that the Account-Based Direct Benefit Transfer (DBT) is a system used by governments to transfer subsidies, benefits, or other financial assistance directly into

the bank accounts of eligible beneficiaries for certain welfare centrally sponsored schemes. Please note that for "Account Based DBT" payments under SNA SPARSH, the state shall use e-kuber interface instead of NPCI interface which is mandatory for Aadhar based DBT payments only under SNA SPARSH.

(ii) IF any state opts to make "Account Based DBT Payment" through SNA SPARSH, the State would have to decide before hand whether the payment files being pushed to PFMS is 'Account Based DBT file'. If so, the State would have to add DBT Mission code in the payment file being pushed to PFMS.

(iii) The functionality of "Account Based DBT" was added in the revised System Integration Document for integration of PFMS with State IFMIS for SNA SPARSH Protocol version 1.8 released on 24th October 2024. As per this version of the document, the State would have to develop their system till the agency users giving them the option of DBT Payments at the time of creation of payment file. At this time only, the agency users would have to decide mode of DBT whether the DBT payment is "Account Based DBT" or "Aadhar Based DBT". However Account Based Payment Files were not getting accepted at PFMS owing to one validation, which has now been removed vide the latest integration document version 2.0 which has been circulated with all the States.

(iv) If Payment file is created for "Aadhar Based DBT" upon receipt of the Central Share and matching DN from PFMS and CN from RBI, the state would trigger their presentation file to NPCI as per NPCI presentation file structure for final disbursement of funds to end beneficiaries. In this connection our Revised SOP for Aadhar Based Payments System for DBT-based Centrally Sponsored Schemes under SNA SPARSH issued vide O.M. No. I-126/2/2024-ITD-CGA/11-14 dated 30th April 2025 may please be referred.

(v) If State opts for Account Based DBT Payments, then steps involved in this SOP shall be followed by the State Governments.

a) Identification of Account Based Beneficiaries & their Validations.

State may identify the beneficiaries for which state intent to release their benefits through "Account Based DBT" Mode within their ecosystem. For the purpose of validation of these beneficiaries, state may use PFMS interface through one of the following two processes.

i) By using PFMS interface for vendor/beneficiary validation. Most of the states have started using this interface. The rest of states if they want to use PFMS interface for the validation of beneficiary/vendor they may contact Mr. Anil Kumar, ACA, PFMS (email anilk.09@gov.in).

ii) States may get the beneficiaries / vendors registered on PFMS first and get the details of validated beneficiaries / vendors through SPARSH API as an output and incorporate them into their system.

b) Generation of payment files in State IFMIS

Once the beneficiary's identification, registration and their validations in state IFMIS is completed, the Agency user shall create the payment files dedicatedly for "Account Based DBT" after satisfying themselves for payment of all conditionalities i.e. valid active Mother Sanction, eligibility condition of beneficiary as per the scheme guidelines and the other conditions of the State Government. The State would then create the payment file instruction in state IFMIS or through scheme management system in case of external portal and push the payment files through cyber treasury to PFMS for seeking Central Share. Such payment file shall include the DBT Mission code of the SLS mandatorily.

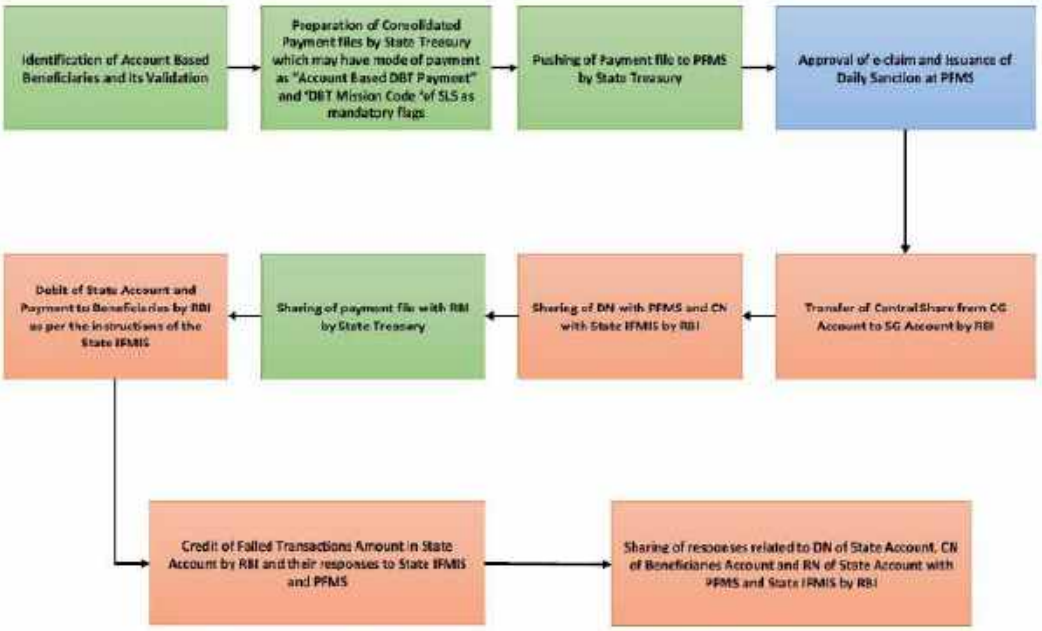
c) Payment Instruction to eKuber for final disbursement of funds to end beneficiaries.

Upon receipt of the Debit Notification from PFMS for the Central Share and the credit notification from the RBI for the matching amount, State IFMIS auto trigger the payment instruction to eKuber for "Account Based DBT" as per the existing instruction for normal SPARSH payments.

d) Response of credit/debit status of transactions.

All the further responses from eKuber to State IFMIS and PFMS for the success and failure response would work as per the normal SPARSH protocols.

e) The flow diagram for Account Based DBT is given at the next page.


Identification of Account Based Beneficiaries and its Validation
Preparation of Consolidated Payment files by State Treasury which may have mode of payment as "Account Based DBT Payment" and "DBT Mission Code "of SLS as mandatory flags
Pushing of Payment file to PFMS by State Treasury
Approval of e-claim and Issuance of Daily Sanction at PFMS
Transfer of Central Share from CG Account to SG Account by RBI
Sharing of DN with PFMS and CN with State IFMIS by RBI
Sharing of payment file with RBI by State Treasury
Debit of State Account and Payment to Beneficiaries by RBI as per the instructions of the State IFMIS
Credit of Failed Transactions Amount in State Account by RBI and their responses to State IFMIS and PFMS
Sharing of responses related to DN of State Account, CN of Beneficiaries Account and RN of State Account with PFMS and State IFMIS by RBI

Flow Diagram for Account Based DBT Payments in SNA SPARSH